

This publication was developed by the U.S. Department of Housing and Urban Development to assist in the planning and development of Neighborhood Networks centers.

The guides in this series offer “how to” information on starting up a center, creating programs and identifying center partners; center and program profiles and a wealth of resources.

Neighborhood Networks is a community-based initiative established by the U.S. Department of Housing and Urban Development (HUD) in 1995. Since then, hundreds of centers have opened throughout the United States. These centers provide residents of HUD-assisted and/or -insured properties with programs, activities and training promoting economic self-sufficiency. These guides contain examples of successful center initiatives and how you can replicate them.

To receive copies of this publication or any others in the series, contact:

U.S. Department of Housing and Urban Development
Neighborhood Networks
9300 Lee Highway
Fairfax, VA 22031-1207

Neighborhood Networks Information Center
Toll-free (888) 312-2743
TTY: (703) 934-3230

All publications are available from the Neighborhood Networks website at:

www.neighborhoodnetworks.org



**NEIGHBORHOOD NETWORKS
FUNDING GUIDE
OCTOBER 1999**

TABLE OF CONTENTS

	<u>Page</u>
NEIGHBORHOOD NETWORKS FUNDING GUIDE	1
Introduction	1
How To Use This Guide	1
PART 1: A GENERAL OVERVIEW.....	2
Foundations	2
Types of Assistance	2
Application Guidelines	3
Grant Writing Tips	4
Tax-Exempt Status.....	6
The Foundation Center	8
PART 2: FUNDING RESOURCES.....	9
Independent and Community Resources	9
The Abelard Foundation.....	12
Abell Foundation, Inc.....	12
Alliance Healthcare Foundation.....	13
The Annenberg Foundation	13
Archstone Foundation	14
Baltimore Community Foundation	14
The E.K. and Lillian F. Bishop Foundation.....	14
The Arthur M. Blank Family Foundation.....	14
The Bodman Foundation.....	15
Boston Foundation.....	15
The Boston Edison Foundation/Gift Fund	15
The Barbara Bush Foundation for Family Literacy.....	15
The Morris and Gwendolyn Cafritz Foundation	16
The California Wellness Foundation.....	17
Campaign for Human Development-United States Catholic Conference	17
Thomas and Agnes Carvel Foundation.....	18
The Annie E. Casey Foundation.....	18
Harold K.L. Castle Foundation.....	18
Central Indiana Community Foundation.....	18
Central New York Community Foundation.....	19
Christian Appalachian Project.....	19
The Cleveland Foundation	19
The Columbus Foundation.....	20
The Community Foundation.....	20
The Community Foundation for Greater Atlanta, Inc.....	20
Community Foundation of Greater Memphis	21

Community Foundation Silicon Valley	21
Constantin Foundation	22
Crail-Johnson Foundation	22
CRH Foundation	22
Detroit Edison Foundation.....	22
Field Foundation of Illinois	23
Foellinger Foundation, Inc.....	23
The Ford Foundation	23
Foundation for the Carolinas.....	24
Foundation for the Midsouth	24
FSC Foundation.....	25
Gebbie Foundation, Inc.	25
Morris Goldseker Foundation of Maryland, Inc.	25
The Samuel Goldwyn Foundation	26
Grand Haven Area Community Foundation.....	26
The Grand Rapids Foundation.....	26
The George Gund Foundation	27
Stella and Charles Guttman Foundation, Inc.	28
Evelyn and Walter Haas Jr. Fund.....	28
Hartford Foundation for Public Giving	28
The Edward W. Hazen Foundation	29
The William and Flora Hewlett Foundation	29
The Hillman Foundation, Inc.	30
Houston Endowment, Inc.	30
The Hyams Foundation	30
Irvine Health Foundation	31
JC Downing Foundation	31
The Jackson Foundation.....	32
The Robert Wood Johnson Foundation	32
J. Seward Johnson Sr. Charitable Trust.....	33
Peter Kiewit Foundation	33
Lincoln Community Foundation, Inc.	33
Local Initiatives Support Corporation	34
John D. and Catherine T. MacArthur Foundation.....	34
Maine Community Foundation	34
Marin Community Foundation.....	35
MCJ Foundation.....	36
McKesson Foundation.....	36
The McKnight Foundation	36
The Medtronic Foundation	37
Meyer Memorial Trust.....	37
The Milwaukee Foundation	37
J.P. Morgan Charitable Trust	38
The New York Community Trust.....	38
Northwest Area Foundation	38
William J. and Dorothy K. O'Neill Foundation.....	39
The Ralph M. Parsons Foundation	39
Peninsula Community Foundation.....	39

The William Penn Foundation.....	40
The Philadelphia Foundation	40
Piedmont Health Care Foundation	40
Polk Brothers Foundation.....	40
Prince George's Community Foundation	41
Public Welfare Foundation, Inc.	41
The Retirement Research Foundation	41
Z. Smith Reynolds Foundation, Inc.	42
The Riley Foundation	42
The San Francisco Foundation.....	43
Sandy Hill Foundation	43
Charles and Helen Schwab Family Foundation.....	44
The John Ben Snow Foundation, Inc.	44
The Harry and Grace Steele Foundation	44
Surdna Foundation, Inc.	44
Turrell Fund.....	45
Victoria Foundation, Inc.	45
Robert W. Woodruff Foundation, Inc.	46
Woods Charitable Fund, Inc.	46
Corporate Resources	47
Alcoa Foundation.....	50
American Express Company	50
ANR Pipeline Company.....	51
ARCO Foundation	51
AT&T Foundation.....	52
Baltimore Gas and Electric Company	52
Bank of Boston.....	53
The BellAtlantic Foundation	53
Best Buy Children's Foundation	54
The Boeing Company.....	54
BP America Inc.	54
Bristol-Myers Squibb Foundation, Inc.	55
California Federal Bank.....	55
The Chase Manhattan Corporation/The Chase Manhattan Foundation	56
Chicago Sun-Times Charity Trust.....	56
Citibank, N.A.	56
Citizens Charitable Foundation.....	57
The Clorox Company Foundation.....	57
Compaq Computer Corporation.....	57
The ConAgra Foundation.....	58
The Connecticut Mutual Life Foundation, Inc.	58
Consumers Energy Foundation.....	58
Dana Corporation Foundation.....	59
The Dow Chemical Company	59
Dreyer's Foundation	59
Eastman Kodak Company	60
Eaton Corporation.....	60

Exxon.....	60
First Interstate Bank of Arizona Charitable Foundation.....	61
First Union National Bank.....	61
FMC Foundation	61
The Fuji Bank and Trust Company.....	61
Gannett Foundation.....	62
General Mills Foundation	62
The Graco Foundation	62
John Hancock Financial Services.....	63
Hawaiian Electric Industries Charitable Foundation (HEICF)	63
The Heinz Endowments	64
The Hitachi Foundation	64
Hoechst Celanese Foundation.....	64
The Home Depot.....	65
The IBJ Foundation, Inc.	65
IBM Corporation.....	65
International Multifoods Charitable Foundation	66
International Paper Company Foundation	66
Intimate Brands, Inc.....	67
Kaiser Permanente Health Maintenance Organization	67
Lilly Endowment, Inc.....	67
Maytag Corporation Foundation	67
The McGraw-Hill Foundation, Inc.	68
Metropolitan Life Foundation	68
MichCon Foundation	68
Microsoft Corporation	69
The Nalco Foundation	69
Nationwide Insurance Enterprise Foundation.....	69
Nike Inc.....	70
The Northern Trust Company	70
Owens Corning Foundation Inc.	70
Peoples Gas Light and Coke Company	71
PG&E.....	71
The Pillsbury Company Foundation	71
Piper Jaffray Companies Foundation	71
The Polaroid Foundation.....	72
Prudential Foundation	72
RR Donnelley and Sons Company	73
Sara Lee Foundation.....	73
SC Johnson Wax Fund, Inc.	73
Seafirst/Bank America Foundation	74
SmithKline Beecham	74
The Sonoco Foundation.....	74
Southwestern Bell Foundation.....	75
Southwire	75
Stanley Works Corporate Giving Program.....	75
The State Street Foundation.....	76
Texas Instruments Foundation	76

The Travelers Foundation	76
UNOCAL Foundation.....	77
The UPS Foundation	77
U.S. Trust Corporation Foundation.....	78
Washington Mutual Foundation	78
Weyerhaeuser Company Foundation.....	78
Federal Resources	79
Community Transportation Association of America/ U.S. Department of Agriculture	80
Fannie Mae Foundation	80
Freddie Mac Foundation	81
U.S. Department of Commerce, National Telecommunications and Information Administration, Office of Telecommunications and Information Applications.....	82
U.S. Department of Education, Office of Special Education and Rehabilitative Services.....	83
U.S. Department of Health and Human Services, Administration for Children and Families	83
U.S. Department of Health and Human Services, Health Resources and Services Administration.....	84
U.S. Department of Health and Human Services, Health Resources and Services Administration.....	84
U.S. Department of Housing and Urban Development, Office of Public and Indian Housing.....	84
U.S. Department of Transportation, Federal Transit Administration	85
U.S. Department of the Treasury, Internal Revenue Service	85
U.S. Small Business Administration	85
Appendix: Common Grant Application Forms	88
Neighborhood Networks Funding Guide: Resource Suggestion Form.....	92
Endnotes	93

Neighborhood Networks Funding Guide

Introduction

The *Neighborhood Networks Funding Guide* lists more than 150 independent, community, corporate and federal funding resources that may be helpful to Neighborhood Networks centers in planning and implementing their programs and services. Included are descriptions of the resources, eligible activities, application guidelines and contact information.

Neighborhood Networks is an initiative of the U.S. Department of Housing and Urban Development (HUD). The initiative encourages the establishment of resource and computer learning centers in privately-owned apartment buildings that receive support from HUD to serve low-income people. The centers offer computer training and educational programs, job placement and a diverse array of other support. The goal of Neighborhood Networks is to foster economic opportunity and encourage life-long learning.

How To Use This Guide

The funding resources in this guide offer monetary and in-kind donations that can support center sustainability. Neighborhood Networks centers should use this guide to identify those resources that may be able to provide long-term support for the center's programs and activities.

Included for each resource listing is a detailed program description which includes the type of support offered, the geographic area and the organizations served; detailed application process description which includes application deadline(s), duration of support and the title of the contact person (if available); total funding available from the source; and the size of awards offered. Most listings also cite specific examples of information that could be helpful to centers, including technical assistance workshops to help applicants complete grant requests.

This guide is organized into three subject headings:

- ☐ Independent and Community Resources
- ☐ Corporate Resources
- ☐ Federal Resources

Inclusion in this guide does not guarantee the availability of or eligibility for funding resources. Each center will need to determine whether or not its programs and services meet the funding criteria of the listed resources. We strongly encourage centers to contact the resource for additional information.

For further assistance on setting up or operating a Neighborhood Networks center or for more information on center sustainability, please call the **Neighborhood Networks Information Center toll-free at 1-888-312-2743, TTY: 1-703-934-3230** or visit our website at **www.NeighborhoodNetworks.org**.

The funding resources included in this guide were identified by experts in the field. We have tried to select topics of special relevance to Neighborhood Networks centers, including housing, community development, health, elderly services, professional development, human services, social services, job training, economic development, education, child care, communication, technology, youth, transportation and microenterprise.

We welcome your suggestions for other funding resources that should be included in this listing. For your convenience, a form to recommend additional resources is provided in the back of this publication. Descriptions of these and other resources that provide funding are also available from our website at **www.hud.gov/nnw/nnwresdb.html**.

Part 1

A General Overview

Chapter 1 of this guide will provide an overview of the types of foundations, the types of assistance provided by funding resources, general grant application guidelines, an explanation of the Internal Revenue Service (IRS) tax-exempt status, grant writing tips and a profile of The Foundation Center.

Foundations

Foundations are legally classified by their established purpose and organizational structure. A private foundation is a nonprofit, nongovernmental organization governed by its own trustees or directors. There are three major classifications of foundations: independent, corporate (company-sponsored) and community. Independent and corporate foundations are private foundations; a community foundation is legally a public charity.

- ❑ **Independent foundations** are the largest group of private foundations and are traditionally established by an affluent person or family. The interest areas of an independent foundation often reflect the personal or family values of the founder(s). Examples of independent foundations are the John D. and Catherine T. MacArthur Foundation, the Meyer Memorial Trust and the Victoria Foundation, Inc.
- ❑ **Corporate foundations**,¹ also called company-sponsored foundations, are organized and funded by business corporations. They are primarily supported by the company's assets. While these foundations are legally separate entities from the for-profit company, they most often serve as its philanthropic branch. Corporate foundations support organizations whose activities fall within the company's interest

areas and have a direct benefit to its employees and market areas. Examples of corporate foundations are Nationwide Insurance Enterprise Foundation, the Travelers Foundation and the UPS Foundation.

- ❑ **Community foundations** are public charities not classified as private foundations. They receive money from the public and award grants to organizations within their named community and/or surrounding areas. Community foundations have an independent governing body that represents the broad interests of the community. Community foundations are easily recognized because they will most likely bear the name of the community they serve. Examples of community foundations include the Baltimore Foundation (Baltimore, MD), the Community Foundation (Richmond, VA) and the Cleveland Foundation (Cleveland, OH).

Types of Assistance

This list provides definitions of types of assistance included in this guide. Please note that this list is not all-inclusive and definitions may vary according to the organization granting the funds. Organizations may broaden or restrict the use of funds according to their purposes.

Capital grant: Money for construction, renovation, expansion, buildings and equipment.

Challenge grant: A grant awarded with the stipulation that the grantee provide or raise additional funds from other sources.

Conference/seminar grant: Financial support to organize conferences or seminars related to the organization's purpose. The funds may be in the form of corporate sponsorship.

Demonstration grant: A grant providing funds to illustrate the effectiveness of a methodology or procedure. This grant is usually awarded on the basis of a successful research project.

Endowment grant: Funds awarded specifically to create an endowment (money invested in perpetuity to produce income for ongoing financial support of an organization).

General operating grant: Funds for the overall support of the organization's purpose. General operating funds are not usually restricted to a specific project or program.

In-kind donation: A contribution of tangible items rather than monetary support. Awards, prizes, space and services may be donated as in-kind gifts.

Loan: A legal agreement in which the borrower agrees to pay interest for the use of the lender's funds. Loans to nonprofit tax-exempt organizations are usually offered at a lower interest rate than at the current market rate.

Matching gift: Often through an employee matching program, an individual or group makes a monetary contribution to a qualified nonprofit organization and the employer matches the contribution. The matching amount or percentage varies by employer.

Matching grant: A grant awarded usually in response to a challenge request. The donor awards the organization based on other contributions, sometimes dollar for dollar.

Monetary donation (also called cash donation): Contributions in the form of cash.

Charitable donation: All contribution types made by a supporter for philanthropic purposes.

Operating grant (also called operating support grant): Funds awarded to support the daily expenses that keep the organization functioning. Such expenses may include administrative, personnel and maintenance.

Project/program grant: Money awarded to fund a specific project or program within an organization. These grants are usually awarded based on the merit of the project or program.

Seed money grant: Start-up funds for an organization's project. Money may be used for staff salaries and other start-up expenses for a new project.

Technical assistance grant: A grant to nonprofit intermediary organizations to provide technical assistance to a nonprofit community-based organization or a grant directly to a nonprofit community-based organization to purchase technical assistance providers. Technical assistance may include services such as budget and financial planning, and legal advice.

Training grant: Funds to support the costs associated with training staff and potential staff to develop or enhance the necessary skills in a particular field.

Scholarship: Financial aid awarded to a student usually based on outstanding academic record or athletic talent.

Fellowship: A scholarship or grant awarded for graduate or advanced studies in a college, university or other educational institutions.

Application Guidelines

Application guidelines and processes vary by foundation. Foundations may require a standard application form or a proposal. Regardless of the format, foundations require legal and other supplemental documents to accompany the request for funding. The list below suggests the most common documents requested by foundations. We encourage grant seekers to read each application process carefully and follow the guidelines accordingly. Most foundations welcome written or telephone inquiries to request an annual report,

which typically includes the foundation's mission statement, current interest areas, representative awards, financial information, and application guidelines and procedures.

CHECKLIST

- ☐ Cover Sheet.
- ☐ History of the organization, including mission statement, and current programs and activities.
- ☐ Description of the proposed project to be funded, including goals, objectives, implementation plan, amount requested, geographic area and population served, and relevance to the foundation's interest areas.
- ☐ Method of project evaluation.
- ☐ Summary of budget, including current operating budget, proposed project budget and plans for ongoing financial support.
- ☐ List of most recent financial supporters and the amount contributed.
- ☐ Current annual report (if available).
- ☐ Most recent audited financial statement.
- ☐ Photocopy of Form 990, the annual reporting form required by the Internal Revenue Service (IRS).
- ☐ Photocopy of the Internal Revenue Service (IRS) letter stating tax-exempt status.
- ☐ Names and qualifications of the board of directors, officers and key staff person(s).
- ☐ Relevant support materials, such as news articles, brochures, reports and letters recommending or praising the project.

Grant Writing Tips

This section provides helpful tips for putting together and writing a grant proposal. These tips were excerpted from information provided by Marcia Newman, executive director, Downtown Neighborhood Learning Center, Phoenix, AZ at the 1998 Neighborhood Networks Conference in Phoenix. Also included in the appendix of this

guide are examples of three common grant application forms.

☐ Cover Letter

- Remind the funder of previous contact with his/her organization.
- Remind the funder how your project fits the organization's goals.
- Describe the project briefly, including the amount of funding or in-kind desired.
- Outline the need, citing one or two statistics.
- Describe your solution to the problem.
- Have your board chair or other top official sign the letter.
- Keep the letter short.

☐ Title Page

- Include the title of the project, duration of the project and amount requested.
- Include your organization's name, address, phone, fax and e-mail address.
- Include the contact person's name and position (and address, if different from the organization).
- Include the date of the proposal.

☐ Summary

- Summarize the request, including the dollar amount.
- Summarize the need, the main objective(s), the method and the evaluation design.
- Describe how the project relates to the funder's interest areas and how it will benefit the funder.

☐ Introduction

- Tell about your program, including who you are, what you do, how you do it, why you do it and when you began.
- Summarize your goals and include your mission statement and significant accomplishments.
- Describe how this project relates to your goals.
- Describe the professional/academic background of staff and project manager.
- Cite quotes and commendations of persons who have worked with your program. Be sure to mention program and/or staff awards.
- List present sources of support and income. Tell how your project is cost-effective.

☐ Problem/Need Statement

- Describe the need for this project nationally, regionally or locally.
- Describe the portion of the larger problem your project addresses.
- Supply statistical documentation of the specific or local problem.
- Relate the problem/need to the funder. Why is this the best source of support for your project?

☐ Objectives

- Specify a result, not an activity.
- Describe one objective at a time. Do not combine objectives.
- Tell who will do what, when and how the results will be evaluated. Do not tell why or how it will be done.

- Be sure objectives are specific, measurable and verifiable. Be sure objectives are feasible and are related to the organization's mission or goals.
- Develop objectives with input from staff, clients, partners and community members.

☐ Methods (or Activities)

- Summarize the approach you will use.
- Explain why some methods were chosen over others.
- Show how methods are cost-effective.
- Relate each activity to a specific objective. Tell who will be responsible and include a timeline.

☐ Evaluation

- Describe specific, measurable criteria for success.
- Describe how you plan to collect data and monitor progress.
- Tell how you will keep records.
- Outline your reporting procedures. Tell how often you will report progress and the form of the evaluation reports.

☐ Budget

- Be sure your budget is adequate for the project.
- Be sure all categories are clearly labeled. Do not use jargon.
- Use brief footnotes for clarification, if needed.
- Check your math carefully.
- If you are required to include your whole agency budget, show how this grant will fit within the budget.

❑ Future Funding

- Describe future budget needs.
- Mention your future funding plans. Will you ask for additional funding from this funder? What are other ways you will raise money? How much money will you raise?
- Be sure to show your internal situation. Will you be able to support at least part of the project internally? If not, why not?

❑ Appendix/Attachments

- Keep to a minimum. Be sure to include what is requested.
- Be sure to clearly label.
- Do not design your grant package to force the reader to keep flipping back and forth between pages.

❑ Dissemination

- Describe how you will disseminate your project information.
- Describe when and how often you will disseminate project information.
- Describe who will get the project information.
- Explain why it is important to reach your target audience(s).
- Identify who will be responsible for dissemination.

❑ Grant Writing Tips

- Remember that reviewing grants can get boring for the reader.
- Appeal to the reader's head and heart.
- Use topic sentences at beginnings of paragraphs.

- Use transition words.
- Cut out wordiness.
- Vary appearance by using boldface, underlining, subheads and bullets.
- Do not use script or other fancy print. Use a readable font size.
- Double space. Use margins wide enough for pages to look attractive.
- Use charts, graphs and tables when possible to increase readability.
- Follow the funder's guidelines for headings, numbering, etc. If none are specified, create your own for clarity and ease of reading.
- Stick to the number of pages requested (or to the space provided if using an application).
- Do not automatically bind the finished product. Follow the funder's guidelines carefully.
- Ask a good writer to proofread your proposal.
- Ask your board, employees and partners to review the proposal.

Tax-Exempt Status

Most corporate and philanthropic giving programs restrict their support to 501(c)(3) tax-exempt organizations because some donors may be eligible to deduct the contributions. Occasionally, the funder will make grants to organizations whose tax-exempt status is pending, but they may ask for proof. Therefore, tax-exempt status is important to Neighborhood Networks centers in order to qualify for most funding resources. This is especially true with private and corporate giving programs listed in this guide.

The U.S. Treasury Department's Internal Revenue Service (IRS) offers nonprofit organizations exemption from federal income tax through Section 501(c) of the IRS code. The IRS determines and regulates the tax-exempt status for qualified organizations. While there are different classifications under Section 501(c) depending on the purpose of the organization, the 501(c)(3) status is most suitable for Neighborhood Networks centers.

The 501(c)(3) tax-exempt status has certain conditions that must be met for an organization to qualify. These conditions include the following:

- ☐ The organization must operate exclusively for one or more of the following purposes: charitable, religious, educational, scientific, literary, testing for public safety, prevention of cruelty to children or animals and fostering national or international amateur competition.
- ☐ The organization must be a corporation, community chest, fund or foundation (a trust is legally a fund or foundation and therefore qualifies).
- ☐ No substantial part of the organization's activities may attempt to influence legislation, and the organization may not become involved at all in campaign activities for or against political candidates.
- ☐ The organization's earnings may not benefit private shareholders or individuals.

Neighborhood Networks centers may qualify as 501(c)(3) tax-exempt organizations by forming exclusively for charitable purposes. Charitable organizations must be formed and operated for the benefit of public interest. Examples of public interest include the following purposes:

- ☐ Relief of the poor, the distressed or the underprivileged.
- ☐ Advancement of religion.
- ☐ Advancement of education and science.

- ☐ Constructing or maintaining public buildings, monuments or works of art.
- ☐ Reducing the burdens of government.
- ☐ Lessening neighborhood tensions.
- ☐ Eliminating prejudice and discrimination.
- ☐ Defending human and civil legal rights.
- ☐ Revitalizing deteriorating communities.
- ☐ Combating juvenile delinquency.

It is important to note that a qualified 501(c)(3) organization is also a private foundation according to the IRS Code. Private foundations are subject to various requirements, restrictions and excise taxes under Chapter 42 of the IRS Code that do not apply to public charities. Also, contributions to private foundations may receive less favorable treatment than contributions to public charities. Therefore, it is usually to an organization's advantage to show that it qualifies as a public charity rather than as a private foundation if its activities or sources of support permit it to do so.

Neighborhood Networks centers are eligible to exclude themselves from the classification of a private foundation pursuant to Sections 509(a)(1) and 170(b)(1)(A)(vi) of the IRS Code because they are organizations that will receive a substantial portion of support in the form of contributions from publicly supported organizations, governmental unit or the general public.

We strongly recommend Neighborhood Networks centers exclude themselves from the private foundation classification by answering "No" to question seven on page six of the IRS Form 1023 (Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code). After selecting this option, centers must submit the appropriate documents to the IRS within 15 months of being recognized as a 501(c)(3) tax-exempt organization.

The following IRS publications may assist Neighborhood Networks centers in applying for 501(c)(3) tax-exempt status:

- ❑ Publication 557, Tax-Exempt Status for Your Organization (see "application process" for step-by-step guide on how to apply).
- ❑ Package 1023, Application for Recognition of Exemption.
- ❑ Form SS-4, Application for Employer Identification Number (recommended even if the organization does not have any employees).

For additional information and to order publications, contact the Internal Revenue Service at:

Internal Revenue Service
1111 Constitution Ave., N.W.
Washington, DC 20224
Phone: 202-622-5000
Website: <http://www.irs.treas.gov>

The Foundation Center

The Foundation Center is an independent nonprofit information clearinghouse that provides grant seekers, grant makers, researchers, policy makers and the general public with access to free information about the foundation field.

- ❑ **Foundation Center Libraries.** The Foundation Center operates libraries in five locations. The center's national collections are housed at its headquarters in New York City and at its field office in Washington, DC. Regional collections are located at the center's offices in Atlanta, Cleveland and San Francisco.

- ❑ **Cooperating Collections.** The Foundation Center's Cooperating Collections are located in public libraries, community foundation offices and other nonprofit agencies throughout the United States. The Cooperating Collections offer core center publications free to the public and trained staff to provide direction on the appropriate resources for funding information. Many Cooperating Collections also have information on local funders and private foundations in their state or region. To locate the Cooperating Collection in your area, call the Foundation Center at 1-800-424-9836.

❑ Foundation Center Services

- ***Orientations:*** Each Foundation Center-operated library offers free weekly orientations on the funding research process. These orientations are designed to give an overview of the foundation and corporate giving world. The orientations also provide an introduction to the effective use of the center's publications, resources and services.
- ***Reference Materials:*** The Foundation Center maintains a collection of Forms 990-PF, the Internal Revenue Service information returns filed annually by more than 40,000 U.S. private foundations. The center also maintains a host of grant maker material including annual reports, newsletters, press releases and application guidelines. The center has a collection of directories, book and periodicals on topics such as fund raising, nonprofit management and program planning.

For more information on the Foundation Center and its resources and services, visit their website at <http://www.fdncenter.org>.

Part 2

Funding Resources

Part 2 of this guide identifies independent, community, corporate and federal funding resources offering monetary and in-kind donations that can support center sustainability.

Independent and Community Resources

Education

Abell Foundation, Inc.
The Annenberg Foundation
Baltimore Community Foundation
The Arthur M. Blank Family Foundation
The Bodman Foundation
Boston Foundation
Boston Edison Foundation/Gift Fund
The Barbara Bush Foundation for Family Literacy
The Morris and Gwendolyn Cafritz Foundation
Campaign for Human Development – United States
Catholic Conference
The Annie E. Casey Foundation
Harold K.L. Castle Foundation
Christian Appalachian Project
The Cleveland Foundation
The Columbus Foundation
The Community Foundation
The Community Foundation for Greater Atlanta,
Inc.
Community Foundation Silicon Valley
Constantin Foundation
Detroit Edison Foundation
Foundation for the Carolinas
FSC Foundation
Gebbie Foundation, Inc.
Morris Goldseker Foundation of Maryland, Inc.
The Samuel Goldwyn Foundation
Grand Haven Area Community Foundation
The Grand Rapids Foundation
Stella and Charles Guttman Foundation, Inc.
Hartford Foundation for Public Giving
The Edward W. Hazen Foundation
The William and Flora Hewlett Foundation

The Hillman Foundation, Inc.
Houston Endowment, Inc.
JC Downing Foundation
The Jackson Foundation
Lincoln Community Foundation, Inc.
John D. and Catherine T. MacArthur Foundation
Marin Community Foundation
McKesson Foundation
Meyer Memorial Trust
The Milwaukee Foundation
J.P. Morgan Charitable Trust
The New York Community Trust
William J. and Dorothy K. O'Neill Foundation
The Philadelphia Foundation
Piedmont Health Care Foundation
Polk Brothers Foundation
Prince George's Community Foundation
The Riley Foundation
The San Francisco Foundation
Sandy Hill Foundation
Charles and Helen Schwab Family Foundation
The John Ben Snow Foundation, Inc.
The Harry and Grace Steele Foundation
Turrell Fund
Victoria Foundation, Inc.
Robert Woodruff Foundation, Inc.

Health Care

Alliance Healthcare Foundation
The Bodman Foundation
Boston Foundation
Boston Edison Foundation/Gift Fund
The Morris and Gwendolyn Cafritz Foundation
The California Wellness Foundation

Campaign for Human Development – United States
Catholic Conference
Thomas and Agnes Carvel Foundation
The Annie E. Casey Foundation
Harold K.L. Castle Foundation
The Cleveland Foundation
The Columbus Foundation
The Community Foundation for Greater Atlanta,
Inc.

Community Foundation Silicon Valley
Constantin Foundation
Crail-Johnson Foundation
CRH Foundation
Field Foundation of Illinois
Morris Goldseker Foundation of Maryland, Inc.
The Samuel Goldwyn Foundation
Grand Haven Area Community Foundation
The Grand Rapids Foundation
Stella and Charles Guttman Foundation, Inc.
Hartford Foundation for Public Giving
The Hillman Foundation, Inc.
Houston Endowment, Inc.
Irvine Health Foundation
The Jackson Foundation
The Robert Wood Johnson Foundation
J. Seward Johnson Sr. Charitable Trust
Peter Kiewit Foundation
Lincoln Community Foundation, Inc.
Marin Community Foundation
McKesson Foundation
The Medtronic Foundation
Meyer Memorial Trust
The Milwaukee Foundation
The New York Community Trust
The Ralph M. Parsons Foundation
The Philadelphia Foundation
Piedmont Health Care Foundation
Polk Brothers Foundation
Public Welfare Foundation, Inc.
The San Francisco Foundation
Sandy Hill Foundation
Robert Woodruff Foundation, Inc.

Job Training

Abell Foundation, Inc.
Community Foundation Silicon Valley
The Ford Foundation

The George Gund Foundation
The William and Flora Hewlett Foundation
The Milwaukee Foundation
J.P. Morgan Charitable Trust
William J. and Dorothy K. O'Neill Foundation
The San Francisco Foundation
Charles and Helen Schwab Family Foundation
Surdna Foundation, Inc.
Victoria Foundation, Inc.
Woods Charitable Fund, Inc.

Microenterprise

Marin Community Foundation

Organizational Development

Foundation for the Midsouth

Social Services

The Abelard Foundation
Archstone Foundation
Baltimore Community Foundation
The E.K. and Lillian F. Bishop Foundation
The Bodman Foundation
Boston Foundation
Boston Edison Foundation/Gift Fund
Campaign for Human Development – United States
Catholic Conference
Thomas and Agnes Carvel Foundation
The Annie E. Casey Foundation
Harold K.L. Castle Foundation
Central Indiana Community Foundation
Central New York Community Foundation
Christian Appalachian Project
The Cleveland Foundation
The Community Foundation
The Community Foundation for Greater Atlanta,
Inc.
Community Foundation of Greater Memphis
Community Foundation Silicon Valley
Constantin Foundation
Detroit Edison Foundation
Field Foundation of Illinois
Foellinger Foundation, Inc.
Foundation for the Carolinas
Gebbie Foundation, Inc.

Morris Goldseker Foundation of Maryland, Inc.
The Samuel Goldwyn Foundation
The Grand Rapids Foundation
Stella and Charles Guttman Foundation, Inc.
Evelyn and Walter Haas Jr. Fund
Hartford Foundation for Public Giving
The William and Flora Hewlett Foundation
The Hillman Foundation, Inc.
Houston Endowment, Inc.
The Hyams Foundation
The Jackson Foundation
Peter Kiewit Foundation
Lincoln Community Foundation, Inc.
Local Initiatives Support Corporation
John D. and Catherine T. MacArthur Foundation
Maine Community Foundation
Marin Community Foundation
MCJ Foundation
McKesson Foundation
The McKnight Foundation
The Medtronic Foundation
Meyer Memorial Trust
The Milwaukee Foundation
J.P. Morgan Charitable Trust

The New York Community Trust
Northwest Area Foundation
William J. and Dorothy K. O'Neill Foundation
The Ralph M. Parsons Foundation
Peninsula Community Foundation
The William Penn Foundation
The Philadelphia Foundation
Polk Brothers Foundation
Prince George's Community Foundation
Public Welfare Foundation, Inc.
The Retirement Research Foundation
Z. Smith Reynolds Foundation, Inc.
The Riley Foundation
The San Francisco Foundation
Charles and Helen Schwab Family Foundation
The Harry and Grace Steele Foundation
Turrell Fund
Victoria Foundation, Inc.
Robert Woodruff Foundation, Inc.
Woods Charitable Fund, Inc.

Technology

JC Downing Foundation

The Abelard Foundation

Address: 2530 San Pablo Ave., Suite B
Berkeley, CA 94702
Phone: 510-834-2995
Fax: 510-834-2998
E-mail: ccounsel@igc.apc.org
Website: <http://www.commoncounsel.org>

Program Name: Grantee Exchange Fund

Program Description: The foundation supports nonprofit 501(c)(3) tax-exempt organizations in the western United States whose programs focus on social change and community development. Funding types include project/program grants, technical assistance and conferences/seminars.

Application Process: The foundation has a very detailed application package. Contact the foundation for application guidelines, grant making schedule and proposal deadlines. All proposals go through an initial screening process to determine if the proposed project meets the foundation's interest areas. Site meetings or visits may be requested during the review process. Organizations located in the western United States (the northern Rockies, the Great Basin, the northwest, the southwest and California) should send proposals to the above address. Organizations located east of the Mississippi River should contact the foundation's east office at Abelard Foundation/East, P.O. Box 148, Lincoln, MA 01773. Grants are usually one year; the foundation makes few two-year grants. Renewals are considered from organizations that meet the foundation's reporting requirements.

Size of Awards: Awards range from \$6,000 to \$10,000.

Abell Foundation, Inc.

Address: 111 S. Calvert St., Suite 2300
Baltimore, MD 21202-6174
Phone: 410-547-1300
Fax: 410-539-6579
Website: <http://www.abell.org>

Program Description: The foundation provides seed money, capital, endowment and planning grants to tax-exempt 501(c)(3) institutions and organizations in the Baltimore, MD area. The foundation focuses on economic development initiatives that support the manufacturing, tourism, technology, retail and service industries to foster the creation of jobs; education initiatives that will help provide Baltimore City Public School children with the same level of education as students in surrounding suburbs; and health and human services initiatives that address the problems of family disintegration, drugs, domestic violence, crime, teenage parenting, hunger and homelessness.

Application Process: The foundation usually awards grants on a one-time basis. For a formal proposal, each applicant is requested to complete the foundation's application (available via the foundation's website) and submit one copy of the following information:

- ☐ A copy of the latest IRS determination letter of tax-exempt status under section 501(c)(3) and foundation classification under section 509(a).
- ☐ Most recent audited financial statement and copy of current operating budget.
- ☐ Projected operating budget for each year in which funding is requested.

- ☐ List of names and professional affiliations of current board.
- ☐ Pertinent supportive materials.

Applicants may make inquiries regarding the grant making process by letter or telephone. Grants are awarded six times a year. Proposal deadlines are January 1, March 1, May 1, August 1, September 1 and November 1.

Alliance Healthcare Foundation

Address: 9325 Sky Park Court, Suite 350
San Diego, CA 92123
Phone: 619-874-3788
Fax: 619-874-3656
E-mail: development@alliancehf.org
Website: <http://www.alliancehf.org>

Program Description: The foundation provides program grants to tax-exempt 501(c)(3) organizations located in California (primarily in San Diego County). The foundation funds community-based programs that address the health care needs of the medically indigent and underserved in the areas of restricted access to health care, communicable diseases, substance abuse, mental health, violence prevention and other community health problems such as exposure to toxic substances.

Application Process: Initial contact should be by letter of intent that provides a brief summary of the project. The letter of intent should include:

- ☐ A short description of the project's target population, scope and rationale.
- ☐ Preliminary budget indicating funding requirements.
- ☐ Names and qualifications of those responsible for project development and implementation.
- ☐ Identification of sponsoring organization and primary contact person.
- ☐ Copy of the applicant organization's tax-exempt status letter.

The applicant will be requested to submit a full proposal if the letter of intent is determined to be compatible with the foundation's priorities. Please contact the foundation for detailed requirements. Letters of intent and proposals should be addressed to the vice president of programs.

Total Funding Available: The foundation awards approximately \$5 million per year.

Size of Awards: Awards range from \$100 to more than \$50,000 depending on the type of grant. The foundation provides grants at three levels: Discretionary Grants range from \$100 to \$25,000 and are awarded on an ongoing basis; President's Grants range from \$25,001 to \$50,000 and are awarded quarterly; and Board Grants exceed \$50,000 and are awarded quarterly.

The Annenberg Foundation

Address: St. Davids Center, Suite A-200
150 Radnor-Chester Road
St. Davids, PA 19087
Phone: 610-341-9066
E-mail: info@whannenberg.org
Website: <http://www.whannenberg.org>

Program Description: The foundation provides grants for program development and some pilot projects to nonprofit organizations that are defined as tax-exempt under section 501(c)(3) of the Internal Revenue Code and are not classified as private foundations. The foundation focuses on public education (K-12), early childhood education, and child development and youth services initiatives. The foundation has provided funding to organizations for the development of after-school and weekend workshops for youth, Internet-based math and science programs for children, mentoring programs and electronic homework centers.

Application Process: The foundation rarely makes awards for more than one year. The foundation accepts and responds to written inquiries throughout the year. Applicants are asked to initiate contact with the foundation through a letter of inquiry that should contain a brief statement of the need for funds and sufficient factual information to

enable the foundation's staff to determine whether the application falls within the foundation's areas of interest. Applicants will be asked to submit a complete proposal after it is determined there is a clear fit with the foundation's interests. Please contact the foundation for detailed requirements.

Total Funding Available: The foundation awarded approximately \$104,300,000 in grants fiscal year ending June 30, 1998.

Size of Awards: Awards range from \$25,000 to \$300,000.

Archstone Foundation

Address: 401 E. Ocean Blvd., Suite 1000
Long Beach, CA 90802
Phone: 562-590-8655
Fax: 562-495-0317
E-mail: archstone@archstone.org
Website: <http://www.archstone.com>

Program Description: The foundation provides grants to nonprofit organizations, academic institutions and government entities that operate programs in the field of aging.

Application Process: Proposals are submitted in response to a Request for Proposal (RFP). Applicant may be requested to submit a preliminary proposal of no more than ten pages.

Baltimore Community Foundation

Address: 2 E. Read St.
Baltimore, MD 21202
Phone: 410-332-4171
Fax: 410-837-4701

Program Description: The foundation awards capital grants, challenge/matching grants, development grants, general operating grants and project/program grants in the areas of education, human needs, neighborhoods, and children and families to Baltimore, MD metropolitan area organizations.

Application Process: Contact the foundation for eligibility requirements and application information.

The E.K. and Lillian F. Bishop Foundation

Address: c/o Seafirst Bank
P.O. Box 24565, CSC-23
Seattle, WA 98124
Phone: 206-358-3388

Program Description: The foundation awards grants to IRS tax-exempt organizations in Washington state whose programs focus on community development and youth-oriented problems. Grants are not considered for operating expenses.

Application Process: Submit one original application and four copies to include IRS tax-exempt status, list of senior officers and directors, most recent financial statements and budget for use of funds requested. The foundation may require an interview. There are no deadline dates.

The Arthur M. Blank Family Foundation

Address: 2455 Paces Ferry Road,
Suite C-22
Atlanta, GA 30339-4024
Website: <http://www.blankfoundation.org>

Program Description: The foundation provides project and operating grants to 501(c)(3) tax-exempt organizations that promote learning opportunities, including those that utilize both in-school and out-of-school time, to help level the educational playing field.

Application Process: Applications may be downloaded from the foundation's website or requested from the foundation's program officer. Applications must be submitted with the required attachments (see the foundation's website for a detailed listing of the required attachments). Applicants should submit two copies of the application and attachments (double-sided pages are strongly encouraged). Applications are due in

January, May and September. The foundation does not consider more than one proposal from the same organization within a twelve-month period. Special consideration is given, but not limited to, organizations that reach underserved youth, are located in Atlanta, GA and improve the quality of public education.

The Bodman Foundation

Address: 767 Third Ave.
New York, NY 10017
Phone: 212-644-0322
Fax: 212-759-6510
E-mail: bodmanfnd@aol.com

Program Description: The foundation awards funding to 501(c)(3) organizations in northern New Jersey and New York City in the areas of social services, housing and welfare, arts and civic affairs, education and health.

Application Process: Submit a written request to the executive director. Please contact the foundation for detailed requirements. Applications are accepted on a continuous basis.

Boston Foundation

Address: One Boston Place, 24th Floor
Boston, MA 02108
Phone: 617-723-7415
Fax: 617-589-3616

Program Description: The foundation offers project/program grants and technical assistance in the areas of health, welfare, education, culture, planning and housing needs of the Boston metropolitan area. Tax-exempt organizations are eligible for funding. The foundation funds new and experimental programs for new and established tax-exempt institutions.

Application Process: The foundation has no formal application. However, applicants are encouraged to request the foundation's application guidelines before submitting a proposal. A conference with staff is usually required. While grants normally are made for one year, new projects or programs may be supported for a few years until permanent funding is secured. Submission deadlines are March 15, June 15, September 15 and December 15. Address inquiries to the grants manager.

Size of Awards: The foundation's average award is \$40,000.

The Boston Edison Foundation/Gift Fund

Address: 800 Boylston St., P1701
Boston, MA 02199-2599
Phone: 617-424-2235
Fax: 617-424-2736

Program Description: The foundation awards challenge/matching grants, development grants, endowments, matching gifts, project/program grants, seed money and training grants in the areas of education, health, welfare, civic and community development. Organizations must be 501(c)(3) tax-exempt in the greater Boston and eastern Massachusetts areas. The foundation also provides technical assistance.

Application Process: Guidelines are available by writing to the foundation. Submit a written request to the foundation administrator in advance of any personal or telephone contact. All proposals should use the Associated Grantmakers of Massachusetts (AGM) Common Proposal Format that is included with the guidelines. Deadlines for completed proposals are February 15, July 15 and October 15. Duration of funding is usually one year.

Size of Awards: Awards range from \$1,000 to \$100,000.

The Barbara Bush Foundation for Family Literacy

Address: 1112 16th St., Suite 340
Washington, DC 20036
Phone: 202-955-6183
Fax: 202-955-8084
E-mail: sooc@erols.com
Website: <http://www.barbarabushfoundation.com>

Program Name: The National Grant Program

Program Description: The foundation's National Grant Program provides grants to organizations to help develop and expand family literacy programs throughout the United States.

Application Process: Applicants must e-mail, call or write the foundation to be placed on a mailing list to receive information about the foundation's application and funding cycles.

Total Funding Available: The foundation awards \$500,000 per year in grants through the National Grant Program.

Size of Awards: No grant exceeds \$50,000.

Program Name: The First Lady's Family Literacy Initiative for Texas

Program Description: The First Lady's Family Literacy Initiative for Texas provides grants to complement school reform efforts underway in the state. Grants are awarded to applicants who focus on building literacy skills for parents, other caregivers and their young children.

Application Process: Grants are awarded on a one-time basis. Applicants must e-mail, call or write the foundation to be placed on a mailing list to receive information about the foundation's application and funding cycles.

Total Funding Available: The foundation awards \$200,000 per year in grants through the First Lady's Family Literacy Initiative for Texas.

Size of Awards: No grant exceeds \$20,000.

Program Name: The Maine Family Literacy Initiative

Program Description: The Maine Family Literacy Initiative provides grants to develop and expand small family literacy programs throughout Maine. Grants are awarded to programs that provide services to family units by addressing adult literacy, literacy or pre-literacy for children, parenting activities and support, and intergenerational literacy activities.

Application Process: Applicants must e-mail, call or write the foundation to be placed on a mailing list to receive information about the foundation's application and funding cycles.

Total Funding Available: The foundation awards approximately \$370,000 per year in grants through the Maine Family Literacy Initiative.

The Morris and Gwendolyn Cafritz Foundation

Address: 1825 K St., N.W., 14th Floor
Washington, DC 20006
E-mail: grantscoord@cafritzfoundation.org
Website: <http://www.cafritzfoundation.org>

Program Description: The foundation funds nonprofit 501(c)(3) tax-exempt organizations that operate and/or provide services to the Washington, DC area. The foundation focuses on the areas of education, including after-school and summer educational programs and computer centers; and health, including acquiring health care professionals and sponsoring awareness campaigns.

Application Process: The foundation provides grants for one year. Each proposal must include a copy of the IRS determination letter verifying the organization's 501(c)(3) status. The detailed application format is provided on the foundation's website. The proposal should include a cover letter, narrative section, a section on the organization's finances and the required attachments. Applicants should submit one

unbound copy of their proposal to the foundation by March 1, July 1 or November 1.

Total Funding Available: The foundation awarded approximately \$7,500,000 in 1997.

Size of Awards: Awards range from \$5,000 to \$100,000.

The California Wellness Foundation

Address: 6320 Canoga Ave., Suite 1700
Woodland Hills, CA 91367

Phone: 818-593-6600

E-mail: tcwf@cwf.tcwf.org

Website: <http://www.tcwf.org>

Program Name: The General Grants Program

Program Description: The General Grants Program provides operating support to nonprofit tax-exempt 501(c)(3) organizations that are defined as "not a private foundation" under Section 509(a) of the Internal Revenue Code located in California and government agencies. The foundation makes grants to support programs that focus on health promotion, wellness education and disease prevention in five priority areas:

- ☐ Community health – activities commonly supported include community-based self-help and support groups, community health education and outreach programs, and community-based preventive health service programs.
- ☐ Population health improvement – activities commonly supported include school-linked services, screening of behavioral risk factors and early intervention, case management and preventive health services for underserved groups, including rural and Native American populations.
- ☐ Teenage pregnancy prevention – activities commonly supported include education and counseling, and male involvement programs.
- ☐ Violence prevention – activities commonly supported include mentoring at-risk youth,

community-based conflict resolution programs, peer mediation, youth education and training, and school-based violence prevention programs.

- ☐ Work and health – activities commonly supported include health promotion at work sites, welfare-to-work programs and preventive health programs for agricultural and low-wage service industry workers.

Application Process: Submit a one- to two-page letter of interest that describes the organization, its leadership, the region and population(s) served and the activities for which funding is needed, including amount requested. Applicants will be requested to submit a full proposal after review of the letter of interest. The foundation rarely provides support for more than one or two years.

Total Funding Available: The foundation awards approximately \$40 million each year.

Size of Awards: Awards range from \$5,000 to \$110,000.

Campaign for Human Development- United States Catholic Conference

Address: 3211 Fourth St., N.E.
Washington, DC 20017

Phone: 202-541-3210

Fax: 202-541-3329

Program Description: The campaign funds tax-exempt organizations in the United States and its territories that clearly represent poor and oppressed people. Project/programs grants are made to cause institutional change in economics, housing, health, education and communications.

Application Process: Contact the organization for application information. Grants are made annually and may be renewed three times. Submission deadlines are November 1 for pre-applications and January 31 for full proposals.

Size of Awards: Awards range from \$10,000 to \$100,000.

Thomas and Agnes Carvel Foundation

Address: 35 E. Grassy Sprain Road
Yonkers, NY 10710
Phone: 914-793-7300
Fax: 914-793-7381

Program Description: The foundation awards general operating grants, project/program grants, grants-in-aid and matching gifts in the areas of children, youth and health. Nonprofit 501(c)(3) tax-exempt organizations in New York, New Jersey and Connecticut are eligible for funding.

Application Process: Contact the foundation for application guidelines and other requirements. IRS tax-exempt letter must be provided. Grants last for one year and are not renewable. Submission deadline is in November. Contact the foundation for the exact deadline date.

The Annie E. Casey Foundation

Address: 701 St. Paul St.
Baltimore, MD 21202
Phone: 410-547-6600
Fax: 410-547-6624
E-mail: webmail@aecf.org
Website: <http://www.aecf.org>

Program Name: The Baltimore Direct Services Grants Program

Program Description: The Baltimore Direct Services Grants Program annually funds a wide range of organizations located or providing services in the Baltimore City, MD area that work directly with disadvantaged children, youth and families in the areas of health care, education, and youth and community development.

Application Process: For detailed information on the foundation's Baltimore Direct Services Grants Program, applicants should call 410-223-2891. Generally, applicants are requested to submit a letter of no more than three pages outlining the proposal, the goals of the project, the population served, the amount of funds requested and a brief history of the organization.

Size of Awards: Awards range from \$2,000 to \$20,000.

Harold K.L. Castle Foundation

Address: 146 Hekili St., Suite 203A
Kailua, HI 96734
Phone: 808-262-9413
Fax: 808-261-6918
E-mail: braden@castlefoundation.org
Website: <http://www.castlefoundation.org>

Program Description: The foundation awards capital grants, challenge/matching grants, general operating grants, project/program grants and seed money to nonprofit 501(c)(3) organizations based in or for the benefit of the state and people of Hawaii in the areas of education, health and youth services.

Application Process: Submit one original and six copies of the written proposal to include an executive summary, budget, recent financial statement, IRS 501(c)(3) letter and other printed documents. Contact the organization for required documents. Complete proposals should be submitted one month prior to each foundation meeting. Capital grants are often awarded for a multiyear period; other grants are awarded for one year.

Size of Awards: Awards range from \$1,000 to \$1,000,000.

Central Indiana Community Foundation

Address: 615 N. Alabama, Suite 119
Indianapolis, IN 46204-1498
Phone: 317-634-2423
E-mail: program@cicf.org
Website: <http://www.cicf.org>

Program Description: Funding is available to nonprofit organizations within Hamilton and Marion counties, IN. Projects and programs should be closely linked and address the needs and interests of the community that will be served by the funding.

Application Process: The foundation urges interested organizations to send an e-mail inquiry to determine if the program/project is eligible. The inquiry should include contact name, organization name, address, phone number and e-mail, background on the organization and specifics about the project for which funds are requested. The foundation will contact the organization to provide further direction on eligibility and the potential for submitting a formal proposal.

Central New York Community Foundation

Address: 500 S. Salina St., Suite 428
Syracuse, NY 13202 3301
Phone: 315-422-9538

Program Names: The Neighborhood Grants Program and the General Grants Program

Program Description: The foundation awards project/program grants to tax-exempt nonprofit organizations in Onondaga and Madison counties, NY in the areas of community development, child care, and neighborhoods and families. Programs in these interest areas that address the unmet needs of the community by creating innovative solutions to the issues are given priority.

Application Process: Contact the foundation for the standard application. Foundation staff is available to answer questions and discuss the

appropriateness of a request. Duration of grants varies depending on the needs and nature of the request. Submission deadlines are in August, October, February and April.

Christian Appalachian Project

Address: 322 Crab Orchard Road
Lancaster, KY 40446
Phone: 606-792-3051
Fax: 606-792-6723
E-mail: capinfo@chrisapp.org
Website: <http://www.chrisapp.org/>

Program Description: The organization seeks to help people of the Appalachian area (KY) to become self-reliant by affecting the root causes of problems as well as day-to-day needs. In order to achieve this, the organization awards capital grants, challenge/matching grants, general operating grants and seed money in the areas of the aged, family services, emergency relief, crisis intervention, child development, housing, education, youth programs and disabled services.

Application Process: Contact the organization for application information and submission deadlines. Duration of grants varies depending upon the needs and nature of the request. Funding may be renewed up to three years.

Size of Awards: Awards range from \$1,000 to \$5,000.

The Cleveland Foundation

Address: 1422 Euclid Ave., Suite 1400
Cleveland, OH 44115-2001
Phone: 216-861-3810
Fax: 216-861-1729

Program Description: The foundation supports nonprofit tax-exempt organizations in greater Cleveland, and Lake and Geauga counties, OH in the areas of economic development, education, health and social services. Funding types include capital grants, project/program grants and seed money. Most funding is in the form of seed money for new projects or to create institutions or services that address the unmet needs in the community.

Application Process: Request application information and guidelines by sending a letter to the associate director. Grants are usually one year; the foundation may award some multiyear grants. Submit full proposal by December 31 for March meeting, March 31 for June meeting, June 30 for September meeting and September 15 for December meeting. Full proposals, not requests, should be addressed to the executive director.

The Columbus Foundation

Address: 1234 E. Broad St.
Columbus, OH 43205
Phone: 614-251-4000

Program Description: The foundation provides funding to nonprofit organizations in the central Ohio region. Eligible organizations may receive funding for projects that focus on education, health, social services and urban affairs.

Application Process: The foundation has a formal grant application. Interested organizations should contact the foundation to receive an application package. Application deadlines vary by interest area. Contact the foundation for specific dates.

The Community Foundation

Address: 1025 Boulders Parkway, Suite 405
Richmond, VA 23235
Phone: 804-330-7400
Fax: 804-330-5992

Program Name: Strengthening Families –
Strengthening Communities

Program Description: The foundation supports charitable organizations in the areas of children and families, community development and public education. Grant types include challenge/matching grants, general operating grants, seed money and training grants. Other funding includes awards/prizes and conferences/seminars. Grants are restricted to the Richmond, VA metropolitan area.

Application Process: Send a maximum two-page letter prior to submission of a complete proposal to the program officer. The foundation will invite applicants to submit a complete proposal. Complete proposals require board of directors' list, IRS 501(c)(3) tax-exempt letter, project and operating budgets, financial statements or Form 990 and grant form. Deadlines are June 5 and December 5. Grants usually last for one year and renewal is possible.

Size of Awards: Awards range from \$1,000 to \$100,000.

The Community Foundation for Greater Atlanta, Inc.

Address: The Hurt Building, Suite 449
Atlanta, GA 30303
Phone: 404-688-5525
Fax: 404-688-3060
Website: <http://www.atlcf.org>

Program Description: The foundation supports nonprofit 501(c)(3) tax-exempt organizations in the 19-county metropolitan Atlanta region in the areas of civic affairs, education, health, human services and community development. The foundation designates two of these interest areas to emphasize each year. Contact the foundation for the current year's interest areas. Funding types include capital grants, challenge/matching grants, demonstration grants, project/program grants, seed money and technical assistance.

Application Process: Contact the foundation in writing or by phone for application information and guidelines. Program officers are available to discuss the proposed project. Submit application by deadlines in March, July and November of each year. The foundation offers an applicant orientation session to address questions or concerns for applicants. Contact the foundation to register for the session.

Size of Awards: Awards range from \$3,000 to \$15,000.

Community Foundation of Greater Memphis

Address: 1900 Union Ave.
Memphis, TN 38104
Phone: 901-728-4600
Fax: 901-722-0010
E-mail: JJF@CFGM@aol.com
Website: <http://www.cfgm.org/>

Program Names: The Field of Interest Fund, The Community Partnership Fund and The Scholarship Fund

Program Description: Grants are awarded for charitable purposes in broad interest areas to

nonprofit 501(c)(3) tax-exempt organizations in Memphis, Shelby County, western Tennessee, northern Mississippi and the surrounding vicinity. Funding types include project/program grants, technical assistance and seed money.

Application Process: The foundation's guidelines vary according to program. Visit the website for application process or contact the foundation.

Community Foundation Silicon Valley

Address: 111 W. Saint John St., Suite 230
San Jose, CA 95113
Phone: 408-278-0270
Fax: 408-278-0280
E-mail: eanabo@cfsv.org
Website: <http://www.cfsv.org>

Program Name: The General Grant Program

Program Description: The General Grant Program provides support to nonprofit tax-exempt 501(c)(3) organizations that benefit Santa Clara County, CA and southern San Mateo County, CA. The foundation focuses on programs that increase the self-sufficiency and well-being of individuals, families, children and communities through a range of social support services including job training and placement, child care, English as a Second Language classes, counseling and health care; strengthen and motivate students to excel and stay in school, including increased family/community participation in the educational process; improve the health of children and their families through health promotion and education in the areas of prenatal care, childhood immunization, nutrition and parenting activities; and enhance the ability of elders and people with disabilities to continue to live in the community with as much autonomy as possible.

Application Process: The foundation rarely makes commitments for more than one year. Applicants should fax, e-mail or mail a one-page summary of the project at least one month prior to the application deadline. The foundation will request a full proposal after determining the project is appropriate. The proposal should consist of the

proposal summary form; a narrative that includes a program description, evaluation, personnel and financial information; and the required attachments.

Size of Awards: Awards range from \$2,000 to \$15,000.

Constantin Foundation

Address: 4809 Cole Ave., L.B. 127
Dallas, TX 75205-3578

Phone: 214-522-9300

Fax: 214-521-7025

Program Description: The foundation awards capital grants, challenge/matching grants and project/program grants in the areas of education, community affairs, health and social services. Applicants must be 501(c)(3) tax-exempt organizations in the Dallas, TX metropolitan area.

Application Process: Request guidelines from the foundation before submitting a grant request. Application deadline is September 30.

Crail-Johnson Foundation

Address: 222 W. Sixth St., #1010
San Pedro, CA 90731

Phone: 310-519-7413

Fax: 310-519-7221

Website: <http://www.crail-johnson.org>

Program Description: The foundation provides grants to nonprofit 501(c)(3) organizations that are not a private foundation under Section 509(a) of the Internal Revenue Code and are located in the Los Angeles, CA area. The foundation focuses on programs that provide health services, including health assessments, health education, prenatal care, immunizations, nutrition, and parent education and programs which make innovative use of media and technology in the education of children.

Application Process: Initial contact with the foundation should be a letter of inquiry that describes the applicant organization and summarizes the purpose of the project and the

need it meets. The amount of the request, methods to be employed, duration of the project and anticipated outcomes should also be included. Letters of inquiry should not exceed three pages and should not be placed in a binder or folder of any kind. Applicants should attach a detailed project budget and current verification of federal tax-exempt status. The foundation accepts letters of inquiry throughout the year. Organizations selected will be requested to submit a full proposal.

Total Funding Available: The foundation awarded approximately \$2,000,000 in 1996.

Size of Awards: Awards ranged from \$2,000 to \$82,000 in 1996.

CRH Foundation

Address: 175 N. Woodland St.
Englewood, NJ 07631

Phone: 201-568-9300

Program Description: The foundation awards general operating grants in the areas of health and human services. Nonprofit 501(c)(3) tax-exempt organizations in the United States with an emphasis on New Jersey and New York are eligible for funding.

Application Process: Submit an application that includes a summary of proposed funds and contact information. Contact the organization for complete application information. All inquiries must be in writing; no telephone or fax inquiries will be accepted. Grants last for one year. Submit applications between May 1 and October 31 annually. Address inquiries to the secretary.

Detroit Edison Foundation

Address: 2000 Second Ave., 1046 WCB
Detroit, MI 48226

Phone: 313-235-9271

Program Description: The foundation provides funding to nonprofit organizations within the southeastern Michigan area. The foundation's

target funding areas include civic and community, cultural, education, and health and human services.

Application Process: All applicants must submit requests for funding in writing and they should be directed to the secretary of the Detroit Edison Foundation or any other board member, or the Detroit Edison regional manager. The foundation has very specific guidelines governing submission requirements and deadlines. Please call or write for an application package.

Total Funding Available: The foundation awarded approximately \$3,600 in cash contributions in 1997.

Field Foundation of Illinois

Address: 200 S. Wacker Drive, Suite 2080
Chicago, IL 60606

Phone: 312-831-0910

Program Description: The foundation supports programs in health, community welfare, and urban and community affairs in the Chicago, IL metropolitan area. Funding types include capital grants, challenge/matching grants, general operating grants, project/program grants, seed money, training grants and technical assistance. Urban affairs grants are made for improved housing projects.

Application Process: Submit an application letter that includes a brief project description, proposed budget, organization's history and background, and IRS status letter. Address application letter to the executive director. Grants last from one to three years.

Size of Awards: Awards range from \$10,000 to \$25,000.

Foellinger Foundation, Inc.

Address: 520 E. Berry St.
Fort Wayne, IN 46802

Phone: 219-422-2900

Fax: 219-422-9436

Program Description: The foundation funds organizations in Allen County, IN in the areas of community development, children, youth and families. Special emphasis is given to projects that target youth and the economically disadvantaged. Funding types include capital grants, challenge/matching grants, general operating grants, project/program grants, seed money, planning grants and technical assistance.

Application Process: Contact the foundation for guidelines. There are no deadline dates. The board of directors meets in February, May, August and November to review grant requests.

Size of Awards: Awards range from \$10,000 to \$200,000.

The Ford Foundation

Address: 320 E. 43rd St.
New York, NY 10017

Phone: 212-351-3677

Fax: 212-599-4584

Website: <http://www.fordfound.org>

Program Description: The foundation's grantmaking program focuses on helping low-income people build financial assets through work, access to credit and homeownership. Activities supported by grants and program-related investments must be charitable, educational or scientific, as defined under the appropriate provisions of the U.S. Internal Revenue Code and Treasury Regulations.

Application Process: Initial contact with the foundation should be by letter of inquiry to determine whether the foundation's present interests and funds permit consideration of the request. There are no deadlines; letters of inquiry may be submitted at any time. The letter of inquiry should include:

- ☐ The purpose of the project for which funds are being requested.
- ☐ Problems and issues the proposed project will address.
- ☐ Information about the organization conducting the project.
- ☐ Estimated overall budget for the project.
- ☐ Period of time for which funds are requested.
- ☐ Qualifications of those who will be engaged in the project.

The foundation will request a formal proposal if it is interested in the proposed program. The formal proposal should include:

- ☐ A description of the proposed work and how it will be conducted.
- ☐ The names and resume of those engaged in the project.
- ☐ A detailed budget.
- ☐ Present means of support and status of applications to other funding sources.
- ☐ Legal and tax status.

Opportunities the prospective grantee organization provides for minorities and women are considered in evaluating proposals.

Foundation for the Carolinas

Address: 1043 E. Morehead St., Suite 100
Charlotte, NC 28204

Phone: 704-376-9541

Fax: 704-376-1243

Website: <http://www.fftc.org/>

Program Description: The foundation supports nonprofit 501(c)(3) tax-exempt organizations in the central Piedmont area of the Carolinas in its interest areas of education, human services, and youth and senior programs. Funding types include grant-in-aid, seed money and scholarships.

Application Process: Contact the foundation for an application. Send the completed application with signature of board chairperson or executive officers of the organization. Attach the following documents to the application: the organization's overall budget, as well as budget for proposed project which shows sources of income and expenditure items, list of board of directors, photocopy of IRS tax-exempt status letter and one photocopy of most recent financial audit. Submission deadlines are February 1, June 1 and October 1.

Size of Awards: No grant exceeds \$25,000.

Foundation for the Midsouth

Address: 308 E. Pearl St., 4th Floor
Jackson, MS 39201

Phone: 601-355-8167

Fax: 601-355-6499

E-mail: llilly@fndmidsouth.org

Website: <http://www.fndmidsouth.org>

Program Description: The foundation offers grants to organizations within Arkansas, Louisiana and Mississippi. Funding is available to assist with organizational and program development. Organizational grants may be used to develop management capacity and increase financial

stability. Requests for program grants must demonstrate the program's ability to be easily adapted for diverse settings/circumstances and prove that there will be enough interest to sustain public and/or private resources for a long term.

Application Process: All applications will be accepted and reviewed by foundation staff to make sure the request is within the funding guidelines. Within four to six weeks, applicants will be notified whether or not the request meets the guidelines.

Size of Awards: No grant exceeds \$25,000.

FSC Foundation

Address: c/o Christian Brothers Conference
4351 Garden City Drive, Suite 200
Landover, MD 20785

Phone: 301-459-9410

Fax: 301-459-8056

Website: <http://www.delasalle.org/>

Program Description: The foundation awards general operating grants, program/project grants and seed money to nonprofit tax-exempt organizations that focus on educational projects designed to serve the poor and/or the disabled.

Application Process: Request an application from the foundation. Applications must include the history and general purpose of the organization, description of current programs, budgets (history of overall organization's budget, current budget and proposed budget for project), volunteer or in-kind services, IRS tax-exempt status letter, and a list of the board of directors and their respective affiliations. Application deadline is September 1. Grants are made for one calendar year; funding begins on January 1 and grant recipient must re-apply by September 1 if requesting a renewal.

Size of Awards: Awards range from \$500 to \$2,500.

Gebbie Foundation, Inc.

Address: 308 Hotel Jamestown Building
P.O. Box 1277
Jamestown, NY 14702-1277

Phone: 716-487-1062

E-mail: gebfnf@servtech.com

Website: <http://www.gebbie.org>

Program Description: The foundation provides funding to nonprofit 501(c)(3) charitable and humanitarian programs in the Jamestown/Chautauqua County region to improve quality of life by focusing on:

- ☐ Children/Youth/Education – the foundation supports programs that provide opportunities to young children and families for growth and learning; encourage them to become productive citizens; assist those interested in extending their education; and provide funding to enhance educational programs.
- ☐ Human Services – the foundation supports programs that respond to individual needs with special attention to those who suffer from social, economic or cultural deprivation.

Application Process: Initial contact with the foundation is a letter of inquiry containing a brief statement of the need for funds and the goals and objectives of the proposal. If interested, the foundation will request 12 copies of the formal proposal; one copy each of the IRS determination letter, most recent audited financial statements, most recent Form 990, and current and proposed budgets for the organization and/or program. Grant submission deadlines are April 1, August 1 and December 1.

Morris Goldseker Foundation of Maryland, Inc.

Address: 2 E. Read St., 9th Floor
Baltimore, MD 21202
Phone: 410-837-5100
Fax: 410-837-4701

Program Description: The foundation awards general operating grants and project/program grants to qualified nonprofit, charitable and educational organizations which are principally located in the Baltimore, MD metropolitan area in the areas of community affairs, education, health and human services, and neighborhood development. Special priority is given to programs that help children and families, and strengthen neighborhoods.

Application Process: Contact the foundation for program guidelines and required documents. Preliminary proposals should include specific information as outlined in the foundation's annual report (available upon request). The foundation welcomes telephone calls. Duration of grants is typically one year; occasional multiyear grants are available. Submission deadlines are December 1, April 1 and August 1. Address inquiries to the president.

The Samuel Goldwyn Foundation

Address: 10203 Santa Monica Blvd., Suite 500
Los Angeles, CA 90067
Phone: 310-284-9292

Program Name: The Samuel Goldwyn Foundation Grant

Program Description: The foundation awards project/program grants to programs that deal with children, health and education in the Los Angeles, CA area. Organizations must be a tax-exempt nonprofit.

Application Process: Submit a proposal describing concisely the project and its intended purpose, desired amount and detailed explanation of how the funds will be used. A one-page cover

letter and tax information should accompany the proposal. Grants vary in duration; deadlines are the last day of March for June announcement and the last day of September for December announcement. Address inquiries to the executive director.

Grand Haven Area Community Foundation

Address: One S. Harbor Ave.
Grand Haven, MI 49417
Phone: 616-842-6378

Program Description: The foundation supports organizations whose programs provide educational opportunities for young people, housing for low-income families, drug and substance abuse education, and recreational activities for the community. Nonprofit 501(c)(3) tax-exempt organizations in Grand Haven, MI and the greater Tri-Cities area are eligible to apply for project/program grants

Application Process: Contact the foundation for application information and deadlines. The foundation requires a standard application. Duration of grants varies depending on the needs and nature of the request. Address inquiries to the executive director.

The Grand Rapids Foundation

Address: 209-C Waters Building
161 Ottawa Ave., N.W.
Grand Rapids, MI 49503-2757
Phone: 616-454-1751
Fax: 616-454-6455
E-mail: grfound@grfoundation.org
Website: <http://www.grfoundation.org>

Program Description: The foundation provides capital grants, challenge/matching grants, demonstration grants, project/program grants and seed money to nonprofit 501(c)(3) organizations located in the Grand Rapids area. The foundation gives priority to projects that address education, health and social needs and that:

- ☐ Represent an innovative, start-up effort or are capital in nature.
- ☐ Promote cooperation among agencies without duplicating services.
- ☐ Obtain the necessary additional funding to implement and maintain the project.
- ☐ Strengthen or improve agency self-sufficiency or efficiency.
- ☐ Yield substantial community benefits for the resources invested.
- ☐ Serve a broad segment of the community.
- ☐ Encourage additional and permanent funding or matching gifts from other donors.

The foundation will accept proposals for computers, child care centers, motorized vehicles and commonly accepted community services already supported by tax dollars if:

- ☐ They are highly unique, collaborative and community-oriented.
- ☐ They have limited access to other resources.
- ☐ They demonstrate substantial impact.
- ☐ They address the needs of a substantial or underserved portion of the community.

Application Process: The foundation does not consider more than one proposal from the same organization within a 12-month period. Applicants should discuss their project with the vice president of programs before beginning the writing process. At that time, applicants will receive grant proposal deadlines and an application. Applicants should follow the instructions below when submitting proposals:

- ☐ Submit seven copies of the Grant Application Cover Sheet and full proposal, and one copy of attachments.
- ☐ Submit a cover letter introducing the organization and proposal.

- ☐ Type and double-space all proposals.
- ☐ Do not include materials other than those requested.
- ☐ Do not send videotapes.
- ☐ Staple grant application and required attachments together. Do not enclose in binders or elaborate covers.

Total Funding Available: The foundation awarded approximately \$2.9 million as of June 1998.

The George Gund Foundation

Address: 1845 Guildhall Building
45 Prospect Ave., West
Cleveland, OH 44115

Phone: 216-241-3114

Fax: 216-241-6560

E-mail: info@gundfdn.org

Website: <http://www.gundfdn.org>

Program Description: The foundation funds nonprofit tax-exempt 501(c)(3) organizations located in the Cleveland, OH area or qualified governmental units or agencies. The foundation gives preference to pilot projects and innovative programs that present prospects for broad replicability. The foundation is concerned with reducing the effects of poverty in the Cleveland area including programs that address the welfare-to-work transition.

Application Process: Each proposal should include a one-page cover letter describing the project and the amount of funds being requested. The proposal should also include:

- ☐ One page description of the project.
- ☐ Name and telephone number of contact person.
- ☐ Organizational background.
- ☐ Detailed project description.
- ☐ Project budget.

- ❑ Organization budget.
- ❑ Supporting documents, including a list of the organization's current board of trustees, letters of support, printed material about the organization and an IRS letter confirming 501(c)(3) status and classification as a public charity or information confirming status as a governmental unit or agency.

Proposals sent electronically or by fax are not accepted. Proposal deadlines are December 30, March 30, June 30 and September 30.

Total Funding Available: The foundation awarded approximately \$22,000,000 in 1997.

Stella and Charles Guttman Foundation, Inc.

Address: 445 Park Ave., 19th Floor
New York, NY 10022

Phone: 212-371-7082

Fax: 212-371-8936

Program Description: The foundation seeks to enhance opportunities and promote self-sufficiency of economically disadvantaged people in New York City metropolitan areas. The foundation awards grants in the areas of children and youth, and the elderly to qualified, charitable organizations under IRS sections 501(c)(3) or 170(b). In the areas of children and youth, the foundation emphasizes programs that address the educational and social service needs of at-risk children and youth. Such programs include arts and culture, drug prevention, family planning services, health and mental health services, intergenerational programs and youth employment. In the area of the elderly, the foundation favors programs that promote the overall quality of life for the elderly.

Application Process: The foundation has a very detailed application package. Contact the foundation for guidelines and required documents.

Generally, a three- to five-page typewritten proposal is sufficient for the foundation to begin the initial evaluation process. If further information is required, the foundation will request it. There are no deadline dates.

Size of Awards: Awards range from \$5,000 to \$20,000.

Evelyn and Walter Haas Jr. Fund

Address: One Lombard St., Suite 305
San Francisco, CA 94111

Phone: 415-398-3744

Fax: 415-986-4779

Program Description: The fund awards grants to address the local community needs in the areas of youth, families and the elderly; neighborhoods and communities; children; hunger and homelessness; volunteer service and philanthropy; and nonprofit management assistance. Emphasis is placed on strengthening the family unit and neighborhoods, reducing hunger and encouraging volunteerism. Funding types include capital grants, challenge/matching grants, demonstration grants, development grants, general operating grants, project/program grants, seed money, matching gifts and technical assistance. Nonprofit 501(c)(3) tax-exempt organizations (not classified as a private foundation under Section 509(a) of the IRS Code) located in San Francisco and Alameda counties, CA are eligible to apply for funding.

Application Process: The foundation has a very detailed application package. Contact the foundation for application guidelines and required documents. Grants generally last one to five years. The fund accepts applications on an ongoing basis. Address requests to the grants coordinator.

Size of Awards: Awards range from \$5,000 to \$75,000.

Hartford Foundation for Public Giving

Address: 85 Gillett St.
Hartford, CT 06105
Phone: 860-548-1888
Fax: 860-524-8346
E-mail: hfpg2@ursa.hartnet.org
Website: <http://www.hartnet.org/~hfpg1/>

Program Description: The foundation awards grants to organizations in Hartford, CT and the surrounding community in the areas of community advancement, education, youth, health care, social services, culture and civic endeavors, and housing and economic development. Funding types include capital grants, challenge/matching grants, demonstration grants, development grants, project/program grants and technical assistance.

Application Process: Contact staff to discuss the proposed project. A formal application is available after discussion with staff. Grants generally last three years. Submission deadlines are: education and youth, January 30; social services, March 30; community advancement, May 30; health care, July 30; housing and economic development, September 30; and culture and civic endeavors, November 30. Address inquiries to the executive director.

The Edward W. Hazen Foundation

Address: 60 Madison Ave., Room 1110
New York, NY 10010-1600
Phone: 212-889-3034
Fax: 212-889-3039

Program Description: The foundation awards project/program grants and seed money in the areas of public education and youth development. Nonprofit tax-exempt organizations within the United States are eligible to apply for funding (special interest in CA, NM, AZ, TX, KY, AL, LA, MS, GA, FL, SC, NC, IL, DC, NJ and states with a significant Native American population). In both public education and youth development, special consideration is given to project/programs that meet the needs of middle and high school-age minority and low-income youth. The foundation has a

special interest to increase philanthropy in and for low-income communities.

Application Process: Submit a two-page letter of inquiry describing the goals, objectives, approach, target population, duration and total cost of the proposed project for which funding is sought. Additional materials should not be included with application unless requested. The foundation's staff will send a grant application if the proposed project/program addresses the foundation's mission and program interests. Grants generally last one year. Allow time to submit the letter of inquiry and complete application. Submission deadlines for completed applications are January 15 for the spring board meeting and July 15 for the fall board meeting.

Size of Awards: The foundation's awards average \$10,000.

The William and Flora Hewlett Foundation

Address: 525 Middlefield Road, Suite 200
Menlo Park, CA 94025
Phone: 650-329-1070
Fax: 650-329-9342
E-mail: info@hewlett.org
Website: <http://www.hewlett.org>

Program Description: The foundation provides grants to nonprofit organizations that serve the San Francisco Bay area. The foundation supports programs that respond to the employment, education and training, child care, and other needs of families needing assistance in making the transition from public benefit programs to self-sufficiency.

Application Process: Applicants should submit a letter of inquiry to initiate contact with the foundation. The letter of inquiry should contain a brief statement of the applicant's need for funds and enough factual information to enable the foundation's staff to determine whether or not the application falls within the foundation's areas of preferred interest or warrants consideration as a special project. Applicants will be invited to submit a

formal proposal and supporting materials. The proposal should include:

- ☐ A concise statement of the purpose of the request.
- ☐ A budget for the program.
- ☐ The names and qualifications of key personnel.
- ☐ List of members of the governing body.
- ☐ Evidence of tax-exempt status.
- ☐ A statement that the proposal has been reviewed by the applicant's governing body and approved for submission to the foundation.

The foundation does not accept proposals via e-mail or fax.

The Hillman Foundation, Inc.

Address: 2000 Grant Building
Pittsburgh, PA 15219
Phone: 412-338-3466
Fax: 412-338-3463

Program Description: The foundation seeks to support programs that improve and enhance the quality of life within the city of Pittsburgh, PA and the southwestern Pennsylvania region by awarding capital grants, general operating grants, project/program grants and endowments. Interest areas include community and civic affairs, human and social services, cultural advancement and the arts, all levels of education, youth and youth services, and health and medicine. Funding is limited to charitable tax-exempt organizations.

Application Process: Submit a proposal using the Common Grant Application Form. Obtain a copy of the form by calling or writing The Hillman Foundation, The Foundation Center at the Carnegie Library or Grankmakers of Western Pennsylvania. The form should be used as an outline and guide; contact the foundation for a list of the required documents to accompany the proposal. There are no deadline dates. The board

of directors meet quarterly to review applications. Address inquiries to the president.

Size of Awards: The foundation's awards average \$49,000.

Houston Endowment, Inc.

Address: 600 Travis, Suite 6400
Houston, TX 77002-3007
Phone: 713-238-8100
Website: <http://www.hou-endow.org>

Program Description: The endowment provides funding to nonprofit tax-exempt 501(c)(3) and 170(c) organizations that serve the people of the Houston area and Texas. The endowment funds a wide variety of charitable activities, including education, health and human services.

Application Process: Application forms are not required. Applications should consist of a letter and other items requested by the endowment. Applicants should contact the endowment or visit their website to obtain detailed information about application requirements. The application letter should be on the letterhead of the organization, must be signed by the chief executive officer and should contain a statement that the CEO has seen and approved the request and endorses the request as a strong priority of the organization for foundation support. Only one copy of all material is needed. Material should be on 8 1/2 X 11 paper and should not be bound, inserted in protective sleeves or prepared in other types of notebook form. There are no deadlines for submission of material.

The Hyams Foundation

Address: 175 Federal St., 14th Floor
Boston, MA 02110
Phone: 617-426-5600
Fax: 617-426-5696
E-mail: info@hyamsfoundation.org
Website: <http://www.agmconnect.org/hyams.html>

Program Description: The foundation awards general operating grants and project/program grants to organizations that serve low-income and

underserved populations in Massachusetts. Nonprofit 501(c)(3) tax-exempt (not designated as a private foundation) organizations in Massachusetts are eligible for funding. The foundation gives priority to requests that meet the needs of low-income neighborhoods through collaboration with other resources and involve residents in identifying and addressing community issues.

Application Process: Contact the foundation for an application or submit a one-page preliminary interest letter to the foundation describing the reason for seeking support, and geographic area(s) and target populations to be served. Application will be mailed if program falls within the interest areas of the foundation. There are no deadline dates. Address inquiries to the administrative assistant.

Irvine Health Foundation

Address: 18301 Von Karman Ave., Suite 440
Irvine, CA 92612

Phone: 714-253-2959

Website: <http://www.ihf.org>

Program Description: The foundation funds tax-exempt organizations located in Orange County, CA that focus on promoting health and wellness, and insuring the availability of accessible, quality health-related services. The foundation also funds organizations that address the needs of specific population groups, such as youth and the elderly.

Application Process: Applicants should first submit a letter of inquiry three- to five-pages in length. The letter of inquiry should include:

- ☐ A description of the applicant organization and its activities.
- ☐ The amount of the grant request.
- ☐ A brief statement of the need or problem to be addressed by the organization/project.
- ☐ A description of the project or program for which a grant is requested.

- ☐ Information on the methodology to be used to accomplish the task, including evaluation criteria/procedures.

- ☐ A copy of the organization's budget.

- ☐ A copy of the project budget, if applicable.

The applicant should attached the following to the letter of inquiry:

- ☐ A copy of the organization's tax determination letter from the IRS.

- ☐ A copy of the organization's most recent audited final statement.

- ☐ A list of the organization's board of directors with affiliations.

If projects or programs are determined to be of interest to the foundation, organizations will be asked to submit a complete grant proposal for consideration.

Total Funding Available: The foundation awarded approximately \$460,000 in 1997.

JC Downing Foundation

Address: 11136 Melton Court
San Diego, CA 92131

Website: <http://www.jcdowning.org>

Program Description: The foundation provides project grants to nonprofit 501(c)(3) organizations with explicit and identifiable needs. It focuses on empowering human capabilities through education, and technology and communications. The foundation often funds projects that are in the early stages of development.

Application Process: Applicants should submit a letter of inquiry prior to applying for a grant. The letter should contain sufficient information to allow the board of directors to determine whether the request lies within the areas of preferred interest or perhaps warrants consideration as a special project. Applicants should be specific about the purpose of the proposed grant and the means by

which it will support the project. Letters of inquiry should be sent with a self-addressed, stamped envelope. Letters sent without a self-addressed, stamped envelope will not receive a response. Applicants who receive a positive response to their letter of inquiry will be asked to submit a formal proposal that includes the following items:

- ☐ A concise grant proposal summary of 1,000 words or less stating the purpose of the grant, the significance or uniqueness of the project, the desired results and any funding deadlines.
- ☐ A proposed budget for the program, including the applying organization's total budget.
- ☐ Other actual or proposed sources of funding.

Applications should not be bound, but should have the following attachments:

- ☐ A copy of the organization's 501(c)(3) certification.
- ☐ A brief list identifying the personnel to be involved and their qualifications.
- ☐ A complete list identifying members of the organization's governing body.

Applications should also include how grant seekers found out about the foundation. Applications from the southern California area may be given preferential consideration, but other applications will not be excluded. Applications should be mailed in duplicate and include a self-addressed, stamped envelope. Applications sent by fax, e-mail or without a self-addressed, stamped envelope will not be considered. The foundation does not accept telephone inquiries.

Size of Awards: Awards range from \$5,000 to \$50,000.

The Jackson Foundation

Address: c/o U.S. National Bank of Oregon
P.O. Box 3168-T6
Portland, OR 97208

Phone: 503-275-4414

Fax: 503-274-0405

Program Description: The foundation awards grants in the areas of economic development, human services, minorities, housing, disabilities, education, health, children/youth, the aged and women. Grants are made to 501(c)(3) tax-exempt organizations located in Oregon. The foundation gives special consideration to one-time, special projects and development projects. Funding includes capital grants, challenge/matching grants, endowments, general operating grants and project/program grants.

Application Process: Contact the foundation to request an application. Submission deadlines are March 31, June 30, September 30 and December 31. Address inquiries to the vice president.

Size of Awards: Awards range from \$1,000 to \$25,000.

The Robert Wood Johnson Foundation

Address: P.O. Box 2316
Princeton, NJ 08543-2316

Phone: 609-452-8701

E-mail: mail@rwjf.org

Website: <http://www.rwjf.org>

Program Description: The foundation provides funding to public agencies and nonprofit 501(c)(3) organizations that seek to expand access to health insurance, particularly for children. The foundation funds demonstrations, training programs, technical assistance, public education, communications and evaluation projects, among others.

Application Process: For unsolicited grant requests, applicants should submit a preliminary letter of inquiry. The letter of inquiry should not exceed five typed pages, should be on the organization's letterhead and should include the following:

- ☐ Executive summary
- ☐ Background information
- ☐ Project description

Applicants will be invited to submit a complete application if the letter of inquiry is accepted. There are no application forms or application deadlines for unsolicited requests. Applicants are asked not to e-mail or fax letters of inquiry.

Total Funding Available: The foundation awards approximately \$260 million per year. The foundation awarded approximately \$267 million in 1996.

J. Seward Johnson Sr. Charitable Trust

Address: c/o Smith, Stratton, Wise, Heher and Brennan
600 College Road East, Suite 4200
Princeton, NJ 08540
Phone: 609-924-6000

Program Description: The trust supports nonprofit 501(c)(3) tax-exempt organizations whose programs address preventive family health and education. Qualified organizations in Princeton and New Brunswick, NJ and projects addressing national needs are eligible for funding.

Application Process: Organizations that wish to request funding not in response to Requests for Proposals (RFPs) should submit a preliminary one-page letter of inquiry to include a brief explanation of the project/program, budget information and expected outcomes. The trust strongly advises against submitting a full proposal before the trust reviews and responds to the letter of inquiry.

Size of Awards: Awards range from \$1,000 to \$100,000.

Peter Kiewit Foundation

Address: Woodmen Tower, Suite 1200
17th & Farnam Streets
Omaha, NE 68102
Phone: 402-344-7890

Program Description: The foundation awards project/program grants in the areas of civic affairs and community development, health and social service agencies, and youth programs. Organizations in Nebraska; western Iowa; Sheridan, WY; and Rancho Mirage, CA are eligible for funding.

Application Process: Request application information from the foundation. Address inquiries to the executive director.

Lincoln Community Foundation, Inc.

Address: 215 Centennial Mall South, Suite 200
Lincoln, NE 68508
Phone: 402-474-2345
Fax: 402-476-8532
E-mail: lcf@lcf.org
Website: <http://www.lcf.org>

Program Description: The foundation supports nonprofit 501(c)(3) tax-exempt organizations in Lincoln and Lancaster County, NE. Programs in health, welfare and education are funded by capital grants and project/program grants. The foundation also offers consulting/volunteer services to eligible organizations.

Application Process: Request guidelines from the foundation. A list of the board of directors, detailed description of the proposed project, IRS 501(c)(3) tax-exempt determination letter, organization's articles and by-laws and financial information, including current budget, audit and other annual support, should accompany the application. Submission deadlines are June 1 and December 1. Grants last for no more than one year. Address inquiries to the president.

Size of Awards: No grant exceeds \$10,000.

Local Initiatives Support Corporation

Address: 733 Third Ave.
New York, NY 10017
Phone: 212-455-9342
Fax: 212-682-5929

Program Description: The organization supports community development groups whose programs help revitalize urban neighborhoods throughout the country. The organization offers project/program grants and technical assistance. Up to \$50,000 is available for two years for core support of community development groups. Below-market rate loans are also available for project support. Contact the organization for any eligibility or geographic restrictions.

Application Process: Contact the organization for application information and guidelines. The organization accepts applications on an ongoing basis.

Size of Awards: No grant exceeds \$50,000.

John D. and Catherine T. MacArthur Foundation

Address: 140 S. Dearborn St., Suite 1100
Chicago, IL 60603-5285
Phone: 312-726-8000
Fax: 312-920-6258
E-mail: 4answers@macfdn.com
Website: <http://www.macfdn.org/>

Program Name: The Program on Human and Community Development

Program Description: The foundation awards general operating grants and project/program grants in the areas of cultural and community activities to organizations in Chicago, IL and Palm Beach County, FL. The Program on Human and Community Development supports work in community development, the arts, economic opportunity, youth development, education, mental health, research and other areas. The foundation encourages applicants to visit their website or contact the foundation for information.

Application Process: Submit a two- to three-page letter of inquiry addressed to the Grants Management Department. The letter should include a purpose statement summarizing the nature of the project to be funded. The letter should also explain: the problem or issue to be addressed and its significance, the ways the project will address the problem or issue, the qualifications of the applicant, the relevance of the issue to the foundation's interests, dissemination plans (if available) and the organization's annual budget, including total cost of project and amount of funding requested. Also, include the contact information for the organization as well as the name of the principal contact person (if applicable). If the application passes the initial screening, the foundation staff will request a full proposal. There are no deadline dates.

Size of Awards: Awards range from \$1,000 to \$5,000,000.

Maine Community Foundation

Address: 245 Main St.
Ellsworth, Maine 04605
Phone: 877-700-6800
Fax: 207-667-0447
E-mail: info@MaineCF.org
Website: <http://www.mainecef.org>

Program Name: The General Grant Program

Program Description: Maine Community Foundation general grants are available to nonprofit and public organizations working in Maine that focus on community building projects and programs.

Application Process: Only organizations that have not received \$5,000 or more from the foundation in the calendar year may apply. The application deadlines are January 15, May 15 and September 1.

Size of Awards: No grant exceeds \$5,000.

Program Name: Maine Charity Foundation

Program Description: Maine Charity Foundation funds are for start-up projects and local projects

that address the needs of the disabled and economically disadvantaged. The foundation will provide funding for capital projects; however, funds are not provided for operating support.

Application Process: Applicants should review the foundation's website or contact the foundation for details and guidelines governing application submission. The application deadline is September 1.

Size of Awards: Awards are made once a year and range from \$250 to \$2,500.

Marin Community Foundation

Address: 17 E. Sir Francis Drake Blvd., Suite 200
Larkspur, CA 94939-1727

Phone: 415-461-3333

Fax: 415-464-2555

E-mail: MCF@marincf.org

Website: <http://www.marincf.org>

Program Description: The foundation provides capital grants, challenge/matching grants, general operating grants and project/program grants to public and nonprofit organizations that conduct programs or projects in Marin County, CA or that benefit the residents of Marin County, CA. The foundation focuses on the following areas:

- ☐ Literacy and basic skills: support is provided to projects or programs that use literacy programs in connection with vocational training so as to develop the necessary skills for securing meaningful and continuing employment.
- ☐ Access to services: support is provided to efforts that increase and broaden access to public and private health care, mental health, child care and social service programs for all those who need but cannot afford them.
- ☐ Independent living: support is provided to projects or programs that assist those who are disabled by age, physical challenges and other conditions to live independently in the community and avoid institutionalization.

- ☐ Income enhancement: support is provided to projects or programs that emphasize economic self-sufficiency and income enhancement through entrepreneurship, self-employment initiatives, and business and employment development. Activities include entrepreneurship training, micro-business/small business development and mentoring.

Application Process: Applicants should request a copy of Marin Community Foundation: Programs, Guidelines and Application from the foundation. Applicants are required to contact a program officer before submitting a request for funding to determine if a proposed project or program is consistent with the foundation's goals. Applicants may submit a brief proposal letter following a discussion with the program officer. The proposal letter should be concise (two to four pages) and include:

- ☐ Name and mission of the organization.
- ☐ Name, address and phone number of the contact person.
- ☐ Brief description of the project or program.
- ☐ Brief narrative describing the problem or issue to be addressed.
- ☐ Proposed starting date and duration of the project or program.
- ☐ Estimated total project or program cost.
- ☐ Amount requested or secured from other funders.
- ☐ Background information on the organization, including experience in the project or program area.

Applicants should submit two copies of the proposal letter and the following attachments:

- ☐ 501(c)(3) tax determination letter.
- ☐ List of board of directors and their affiliations.

- ☐ Evidence that the proposal has the approval of the board of directors.
- ☐ Policy statement of applicant's commitment to equal opportunity in hiring and services.
- ☐ Organization profile.
- ☐ Detailed budget information.

Total Funding Available: The foundation awarded approximately \$30 million in 1997.

Size of Awards: Awards range from \$5,000 to \$100,000.

MCJ Foundation

Address: 310 South St.
Morristown, NJ 07960

Phone: 973-540-1946

Fax: 973-538-8175

Program Description: The foundation's areas of interests include children, community empowerment and mentoring, and at-risk youth. Nonprofit 501(c)(3) tax-exempt organizations in Newark, NJ and New York City, NY are eligible for funding. The foundation offers challenge/matching grants, general operating grants, project/program grants, seed money and technical assistance.

Application Process: Submit a two-page request, including project description, proposed budget, organization's history, list of board of directors and IRS 501(c)(3) tax-exempt status letter. Do not call the foundation; all correspondence should be in writing. Duration of grants varies; however, renewals are unlikely. The foundation accepts requests on an ongoing basis. Address requests to the program officer.

Size of Awards: Awards range from \$5,000 to \$25,000.

McKesson Foundation

Address: One Post St.
San Francisco, CA 94104

Phone: 415-983-9325

E-mail: comrel@mckesson.com

Website: <http://www.mckesson.com>

Program Description: The foundation provides funding to nonprofit organizations within the San Francisco Bay area. Funding is available for specific projects, programs and operating support. Nonprofit organizations requesting funding should have projects or programs that focus on youth and health. Eligible projects or programs may include educational enrichment, health programs for families and youth development activities.

Application Process: Nonprofit organizations should submit a letter of one to three pages with detailed information about the organization and the project, including the board of directors, organizational budget and a copy of the IRS 501(c)(3) designation letter. The foundation does not accept electronic submissions of letters of inquiry or funding proposals. Organizations are encouraged to submit a letter of inquiry first to see if the organization and program are a match for the foundation. There are no deadline dates.

Size of Awards: Awards range from \$2,500 to \$15,000.

The McKnight Foundation

Address: 121 S. Eighth St., Suite 600
Minneapolis, MN 55402

Phone: 612-333-4220

Fax: 612-317-0766

E-mail: info@mcknight.org

Website: <http://www.mcknight.org>

Program Description: The foundation awards capital grants, challenge/matching grants, general operating grants and project/program grants to

organizations in Minnesota (emphasis on the Minneapolis-St. Paul area) in the interest areas of human services and community improvement.

Application Process: Submit a two- to four-page letter of inquiry to the grants manager. A full proposal should be submitted upon request. Submission deadlines are March 1, June 1, September 1 and December 1 for review at meetings in June, September, December and March, respectively.

The Medtronic Foundation

Address: 700 Central Ave., NE
Minneapolis, MN 55432
Phone: 612-514-3024
Fax: 612-514-3464
Website: <http://www.medtronic.com/foundation>

Program Description: The foundation limits its funding to a few select communities. Applicants should call or review the foundation's website to determine if the organization is eligible for funding. Nonprofit organizations with programs that target economically disadvantaged communities by providing access to health care, youth-related activities and programs for families may be eligible for funding.

Application Process: Applicants may submit a formal Medtronic Foundation Application Form or the Minnesota Common Application Form. Copies of these forms may be obtained through the foundation's website or by calling the foundation directly. Deadlines are February 15, April 15, May 30, July 15 and October 15.

Meyer Memorial Trust

Address: 1515 S.W. Fifth Ave., Suite 500
Portland, OR 97201
Phone: 503-228-5512
E-mail: mmt@mmt.org
Website: <http://www.mmt.org>

Program Names: The General Purpose Grants Program and the Small Grants Program

Program Description: The trust funds 501(c)(3) tax-exempt organizations in the Portland, OR metropolitan area in the areas of education, health and social welfare. Funding includes capital grants, challenge/matching grants, demonstration grants, development grants, general operating grants, project/program grants, seed money and technical assistance.

Application Process: The trust has a very detailed application package. Visit the trust's website for application guidelines and cover sheet, or contact the organization for more information. There are no submission deadlines for the General Purpose Grants Program. Submission deadlines for the Small Grants Program are January 15, April 15, July 15 and October 15. Proposals are accepted throughout the year. Address inquiries to the executive director.

Size of Awards: Awards range from \$500 to \$200,000.

The Milwaukee Foundation

Address: 1020 N. Broadway
Milwaukee, WI 53202
Phone: 414-272-5805
Website: <http://www.milwaukeefoundation.org>

Program Description: The foundation provides grants to nonprofit organizations that serve Milwaukee, Waukesha, Ozaukee and Washington counties, WI. The foundation focuses on the areas of education, employment training, and health and human services.

Application Process: The foundation annually sets detailed funding criteria in each of its priority areas. Applicants are encouraged to contact the foundation for more information on criteria. Applicants should submit a letter of intent to initiate consideration for funding. The letter should be one or two pages and outline the project. The letter should also include:

- ☐ A brief description of the project for which funding is sought.

- ☐ Basic information about the organization, its governance and financing.
- ☐ The amount requested from the foundation.
- ☐ The total project budget.
- ☐ The name, address and phone number of the principal contact person.

Applicants will be requested to submit a full proposal and receive additional information if the foundation determines the proposed project falls within its priority areas.

Total Funding Available: The foundation awarded approximately \$8 million in 1997.

J.P. Morgan Charitable Trust

Address: 60 Wall St., 46th Floor
New York, NY 10260

Phone: 212-648-9673

Fax: 212-648-5082

Program Description: The trust funds nonprofit 501(c)(3) tax-exempt organizations in New York City, NY in the areas of social service, youth employment, community rehabilitation, housing, selected health programs, programs to aid the elderly and education programs working with the school systems. Special consideration is given to job training, youth programs, housing, economic development, and advocacy and citizen involvement programs in New York City. Funding includes capital grants, challenge/matching grants, project/program grants and matching gifts. Matching gifts are awarded for employee contributions to 501(c)(3) educational, health and social service organizations.

Application Process: The trust has a very detailed application package. Contact the trust in writing to request application and guideline information. Applications must be received by September 15 of each year to be considered for funding in that year.

The New York Community Trust

Address: 2 Park Ave.
New York, NY 10016

Phone: 212-686-0010 ext. 552

Fax: 212-532-8528

Program Description: The trust awards project/program grants to qualified tax-exempt organizations in New York City, NY in the areas of children, youth and families, community development, education, health, people with special needs and special projects.

Application Process: Request a proposal cover sheet, application and program guidelines from the trust. Grants usually last one year. Applications are accepted on a continual basis.

Size of Awards: The trust's awards average \$30,000.

Northwest Area Foundation

Address: 332 Minnesota St., Suite E-1201
St. Paul, MN 55101-1373

Phone: 612-224-9635

Fax: 612-225-3881

Program Description: The foundation contributes to regional growth by promoting economic revitalization and improving the quality of life for the most vulnerable of its citizens. Nonprofit tax-exempt organizations that are located in or doing business in Minnesota, South Dakota, North Dakota, Iowa, Montana, Idaho, Oregon and Washington state are eligible for funding. Funding types include challenge/matching grants, demonstration grants, development grants, project/program grants and technical assistance.

Application Process: Submit an application in the form of a written proposal. Contact the foundation for required format. Grants may last over several years. Applications are reviewed at quarterly board of directors meetings.

Size of Awards: Awards range from \$40,000 to \$400,000.

**William J. and Dorothy K. O'Neill
Foundation**

Address: 30195 Chagrin Blvd., Suite 310
Cleveland, OH 44124
Phone: 216-831-9667
Fax: 216-831-3779
E-mail: cehenry@prodigy.com

Program Description: The foundation seeks to support programs that address root causes of family strength and family disintegration by funding nonprofit 501(c)(3) tax-exempt organizations in the areas of family, health, education, employment, housing, poverty, children and the elderly. Funding includes capital grants, challenge/matching grants, endowments, general operating grants, matching gifts, project/program grants and seed money. Eligible organizations in the greater Cleveland area and communities where disbursement committee members live are given preference (South Florida; Annapolis, MD; New York, NY; Cincinnati, OH; Houston, TX, Virginia Beach, VA).

Application Process: Call the foundation for guidelines and an annual report. Most grants are for one year; however, the foundation will consider multiyear commitments. Renewals are possible. Submission deadlines are May 9, August 1 and October 31.

Size of Awards: Awards average \$5,000.

The Ralph M. Parsons Foundation

Address: 1055 Wilshire Blvd., Suite 1701
Los Angeles, CA 90017
Phone: 213-482-3185
Fax: 213-482-8878

Program Description: The foundation supports nonprofit 501(c)(3) tax-exempt organizations that are not private foundations in its interest areas of health programs and programs that socially impact the community. Organizations must be located in

Los Angeles County, CA. Funding types include challenge/matching grants, general operating grants, project/program grants and seed money.

Application Process: Submit a preliminary letter describing the project and amount requested. Staff will determine if the proposed project is feasible and falls within the foundation's interest areas. The foundation may request additional information. Address inquiries to the executive director.

Peninsula Community Foundation

Address: 1700 S. El Camino Real, Suite 300
San Mateo, CA 94402-3049
Phone: 415-358-9369
Fax: 415-358-9817
E-mail: sterling@pcf.org
Website: <http://www.pcf.org/>

Program Description: The foundation funds 501(c)(3) or comparable tax-exempt organizations in San Mateo and northern Santa Clara counties, CA. The foundation awards demonstration grants, project/program grants, seed money, and awards and prizes in the areas of community development, youth, children, homelessness, affordable housing and adult services. The foundation favors programs that not only add valuable services to the community, but also include plans to measure the effect on people's lives.

Application Process: Submit a maximum two-page letter of inquiry describing the organization, program and project for which funding is being requested. The foundation has a very detailed list of required documents. Contact the foundation to request application information and guidelines. If the proposed project is within the foundation's interest areas, an invitation to submit a formal proposal will be extended. Grants usually last one year; however, multiyear grants may be considered depending on the nature and needs of the project. There are no deadline dates; however, the decision committee meets in January, March, May, July, September and November.

The William Penn Foundation

Address: Two Logan Square, 11th Floor
Philadelphia, PA 19103-2757
Phone: 215-988-1830
Fax: 215-988-1823

Program Description: The foundation awards capital, challenge/matching, development, general operating, project/program grants, matching gifts and technical assistance in the areas of children, youth and families, and communities. In the areas of children and communities, the foundation seeks to improve learning and developmental opportunities for children and adolescents. The foundation also supports organizations and agencies through strategic and organizational development. Nonprofit 501(c)(3) tax-exempt organizations that are not private foundations in Philadelphia, PA and the surrounding five counties, including Camden County, NJ, are eligible to apply for funding.

Application Process: Submit a letter describing the need, purpose and general activities of the organization, along with a proposal project outline, budget, and most recent annual report and financial statement. Also include copies of IRS determination letter indicating organization's tax status, and a list of directors and officers. Duration of grants varies depending on the needs and nature of the project. Grants may be one-time or up to three years; terms of renewal are explained in the grant letter, if applicable. There are no deadline dates. Direct applications to the foundation's president.

The Philadelphia Foundation

Address: 1234 Market St., Suite 1800
Philadelphia, PA 19107
Phone: 15-563-6417
Fax: 215-563-6882
Website: <http://www.phlfound.org>

Program Description: The foundation funds programs in education, health, human services and public/community development to nonprofit 501(c)(3) tax-exempt organizations located in the five-county Philadelphia metropolitan area of

southeastern Pennsylvania (Philadelphia, Bucks, Chester, Delaware and Montgomery counties). Funding types include general operating grants, project/program grants, seed money and technical assistance.

Application Process: Contact the foundation to request an application. Submission deadlines are June 1 and November 1. Address inquiries to the vice president for programs.

Size of Awards: Awards range from \$2,000 to \$20,000.

Piedmont Health Care Foundation

Address: P.O. Box 9303
Greenville, SC 29604
Phone: 864-370-0212

Program Description: The foundation awards general operating grants to organizations in Piedmont and Greenville, SC in the areas of health service and education.

Application Process: Contact the foundation for an application and guidelines. The foundation requires a standard application along with a photocopy of the IRS tax-exempt determination letter. Submit six copies of each. Submission deadline is August 15. Address inquiries to the executive director.

Polk Brothers Foundation

Address: 420 N. Wabash Ave., Suite 204
Chicago, IL 60611
Phone: 312-527-4684
Fax: 312-527-4681

Program Description: The foundation awards project/program grants in the areas of education, social services and health care to improve the quality of life for Chicago residents, particularly children. Nonprofit 501(c)(3) tax-exempt organizations in the Chicago metropolitan area are eligible for funding. The foundation also offers technical assistance to eligible organizations.

Application Process: Contact the foundation for an application. A site visit or interview may be scheduled as part of the review process. Applications are accepted on a continual basis throughout the year.

Size of Awards: Awards range from \$5,000 to \$1,000,000.

Prince George's Community Foundation

Address: 13022 Eighth St.
Bowie, MD 20720
Phone: 301-464-6706
E-mail: pgcf@erols.com
Website: <http://www.pgcf.org>

Program Description: The foundation provides grants and services to nonprofit community-based groups, schools and social service organizations located in Prince Georges County, MD. The foundation funds programs in the areas of human services, education, and children and youth. Typical grants in the areas of focus include:

- ☐ Human services – funds are awarded to organizations that sponsor support programs for special populations like senior citizens or that provide health services.
- ☐ Education – funds are awarded to organizations that sponsor programs supporting the educational needs of a diverse population.
- ☐ Children and youth – funds are awarded to organizations that sponsor structural programs enabling children and youth to become productive members of society.

The foundation also offers technical support services through workshops, and facilitates in the development of coalitions and partnerships.

Application Process: Applicants should contact the foundation to obtain information regarding the application process.

Total Funding Available: The foundation awards approximately \$2 million per year.

Public Welfare Foundation, Inc.

Address: 2600 Virginia Ave., N.W., Suite 505
Washington, DC 20037-1977
Phone: 202-965-1800
Fax: 202-625-1348
E-mail: general@publicwelfare.org
Website: <http://www.publicwelfare.org>

Program Description: The foundation supports tax-exempt organizations that focus on the disadvantaged elderly, disadvantaged youth, community services and health. Funding types include development grants, general operating grants, matching gifts, project/program grants, seed money and technical assistance. There are no geographic restrictions.

Application Process: Contact the foundation in writing to request application information and guidelines.

Size of Awards: Awards range from \$25,000 to \$50,000.

The Retirement Research Foundation

Address: 8765 W. Higgins Road, Suite 430
Chicago, IL 60631-4170
Phone: 773-714-8080
E-mail: info@rrf.org
Website: <http://fdncenter.org/grantmaker/rrf/index.html>

Program Description: The foundation supports innovative projects that develop and/or demonstrate new approaches to the problems of older Americans and have the potential for national or regional impact. Funding for direct service programs that do not have this potential is limited to the states of Illinois, Indiana, Iowa, Kentucky, Michigan, Missouri, Wisconsin and Florida. In addition, the foundation has a special interest in, and commitment to, serving the Chicago metropolitan area and gives priority to nonprofit organizations serving this geographic area. The foundation's areas of interest include improving the availability and quality of community-based and institutional long-term care, and providing new and

expanded opportunities for older adults to engage in meaningful roles in society, such as employment and volunteerism.

Application Process: The foundation generally does not provide support for more than three years. Proposals should include:

- ☐ A two- to three-page statement summarizing the project, its significance and cost.
- ☐ The importance and relevance of the proposed project, including background information on the issue(s) to be addressed, existing knowledge and gaps, and the anticipated contribution of the project.
- ☐ Statement of objectives.
- ☐ Description of methodology.
- ☐ Description of plans for dissemination of project outcomes and findings.
- ☐ Budget and timetable.
- ☐ Plans for continued support.
- ☐ Personnel and their qualifications.
- ☐ Detailed qualifications of the applicant organization.
- ☐ Evidence of tax-exempt status.

Requests for funding must be signed by the chief executive officer of the applicant organization. The applicant should submit three copies of the application and all materials, including attachments. Deadlines for applications are February 1, May 1 and August 1.

Total Funding Available: The foundation awards approximately \$4 million per year.

Z. Smith Reynolds Foundation, Inc.

Address: 101 Reynolds Village
Winston-Salem, NC 27106-5199
Phone: 800-443-8319
Fax: 910-725-6069
E-mail: peter@zsr.org
Website: <http://www.zsr.org>

Program Description: The foundation funds public and nonprofit private institutions in North Carolina in the interest areas of minority issues, and community and economic development. Funding types include capital grants, challenge/matching gifts, general operating grants, project/program grants, seed money, awards/prizes, conferences/seminars and technical assistance.

Application Process: Contact the foundation for application information. Submission deadlines are February 1 for the spring meeting and August 1 for the fall meeting.

Size of Awards: Awards range from \$2,500 to \$1,000,000.

The Riley Foundation

Address: c/o Warner and Stackpole
75 State St.
Boston, MA 02109
Phone: 617-951-9100
Fax: 617-951-9151
E-mail: rileyfoundation@warstack.com

Program Description: The foundation funding priorities include social services and education (especially for youth), and community development including cultural, housing and urban environmental programs. Funding types include capital grants, challenge/matching grants, project/program grants and seed money. While the foundation limits its

funding to Massachusetts, projects or programs with a community-wide effect is favored over those that are limited in scope and geographic area.

Application Process: Submit a brief two-page proposal summary before a full proposal. If the initial proposal passes the review process, applicants will be asked to submit a full proposal. There is no formal application; however, all proposals should include a separate and concise purpose statement for the proposed grant and program, and the following documents:

- ☐ Staff and specific budget to achieve proposed budget.
- ☐ Organization's history, mission and services.
- ☐ Current year's operating budget and most recent audited financial statements.
- ☐ Copy of IRS Form 990 and IRS tax-exempt letter.
- ☐ Roster of board of directors and resumes of key staff people involved in the project.

Grants last one year with possible renewal. The foundation requests a two-year waiting period before applying again. Submission deadlines are 60 days before each meeting; quarterly board meetings are in March, June, September and December. Address inquiries to the administrative assistant.

Size of Awards: Awards range from \$50,000 to \$100,000.

The San Francisco Foundation

Address: 225 Bush St., Suite 500
San Francisco, CA 94104-4224
Phone: 415-733-8500
Fax: 415-477-2783
E-mail: rec@sff.org
Website: <http://www.sff.org>

Program Description: The foundation supports organizations and programs in Alameda, Contra Costa, Marin, San Francisco and San Mateo

counties, CA. The foundation focuses on programs that address the health needs of women and girls; programs that address elder services; programs that address the need to increase access to health care; programs that address the personal and social needs of youth through neighborhood-based mentoring, academic enrichment and skill-building; and programs that improve employment, job training and self-sufficiency opportunities for at-risk groups.

Application Process: Applicants should first request a copy of How to Apply for a Grant from the foundation by calling 415-733-8500 or e-mailing rec@sff.org. Applicants should submit a letter of intent, not a full proposal, of two pages covering the following:

- ☐ Introduction to the organization.
- ☐ Statement of need.
- ☐ Specifics about strategies or methods.
- ☐ Description of how support from the foundation would be used and the amount requested.

Applicants will be notified to submit a full proposal. An application will be sent. It should be completed and returned with the proposal narrative and the requested attachments.

Sandy Hill Foundation

Address: 330 South St.
P.O. Box 1975
Morristown, NJ 07962-1975
Phone: 973-540-9020

Program Description: The foundation supports nonprofit organizations in New Jersey in the areas of education, and health and human services. Funding types include capital grants, general operating grants and project/program grants.

Application Process: The foundation does not require special forms or materials. Applications are accepted on a continual basis.

Size of Awards: No grant exceeds \$150,000.

Charles and Helen Schwab Family Foundation

Address: 1660 S. Amphlett Blvd., Suite 200
San Mateo, CA 94402-2508

Phone: 650-655-2410

Fax: 650-655-2411

Program Description: The foundation awards project/program grants in the interest areas of hunger, housing, education, recreation and vocation for the disadvantaged. Nonprofit tax-exempt organizations in the San Francisco Bay area are eligible for funding.

Application Process: Submit a two- to four-page proposal, including the following information:

- ☐ Purpose statement and organization's history (printed materials may be submitted) including mission statement.
- ☐ Program description and explanation of its relevance to the foundation's interest areas.
- ☐ Proposed budget for funding, including itemized costs.
- ☐ Concise, one-paragraph proposal summary on separate paper (about 75 to 100 words) clearly labeled "Summary".

Submission deadlines are January 29, April 29, July 31 and October 30.

The John Ben Snow Foundation, Inc.

Address: P.O. Box 376
Pulaski, NY 13142

Phone: 315-298-6401

Fax: 315-654-6624

Program Description: The foundation awards capital grants, challenge/matching grants, development grants, project/program grants and seed money for education programs. The foundation also gives awards/prizes and funds conferences/seminars. Nonprofit 501(c)(3) tax-exempt organizations in central New York are eligible for funding.

Application Process: Applicants should first submit a letter of inquiry and include: the organization's name and complete address; a brief summary of the proposed project; the name of primary contact for the project; a photocopy of IRS tax-exempt determination letter; and a photocopy of the most recent audited financial statement. Grants last from one to three years; renewals depend on the project. Submission deadline is March 1. Note: The board requires a progress report if a grant is awarded.

Size of Awards: Awards range from \$5,000 to \$25,000.

The Harry and Grace Steele Foundation

Address: 441 Old Newport Blvd., Suite 301
Newport Beach, CA 92663

Phone: 714-631-0418

Program Description: The foundation awards challenge/matching grants and project/program grants in the areas of education and welfare. Qualified tax-exempt charitable organizations not defined as private foundations are eligible.

Application Process: There is no formal application; however, the foundation has a very detailed application package. Contact the foundation for application and guidelines. There are no deadline dates.

Surdna Foundation, Inc.

Address: 330 Madison Ave., 30th Floor
New York, NY 10017-5001

E-mail: request@surdna.org

Website: <http://www.surdna.org>

Program Description: The foundation provides project and general support grants to direct service programs with nonprofit 501(c)(3) status. The foundation's areas of focus include those programs that move individuals from welfare dependence or under-employment to economic independence.

Application Process: Applicants should submit the following in the form of a letter of inquiry before a full proposal is sent:

- ☐ Information about the organization's purpose and specific activities.
- ☐ Brief description of the program for which funds are being sought, including the time period to be covered.
- ☐ Principal outcomes expected.
- ☐ Budgets for the program and the organization.
- ☐ Amount being requested.
- ☐ Funding received to date for the program, as well as sources from which funding is being sought.
- ☐ Names and qualifications of key personnel who will be responsible for the program.
- ☐ Most recent audited financial statements of the organization.
- ☐ IRS certification of 501(c)(3) status.
- ☐ E-mail address for the contact person at the organization.

Applicants are eligible for a maximum of three consecutive years of funding.

Turrell Fund

Address: 21 Van Vleck St.
Montclair, NJ 07042-2358
Phone: 973-783-9358
Fax: 973-783-9283
E-mail: turrell@bellatlantic.net
Website: <http://www.fdncenter.org/grantmaker/turrell/index.html>

Program Description: The foundation awards project/program grants to tax-exempt organizations in New Jersey and New York. Interest areas include youth organizations, day programs, welfare programs, programs for the disabled, residential

programs, inner city programs and special education.

Application Process: Submit a proposal to include the organization's history, identification of board members, staff qualifications, financial report, current budget and projected costs. Along with the proposal, submit a brief letter that includes the project description; a confirmation letter stating the organization's tax-exempt status on letterhead and signed by an official for the governing board, a photocopy of the IRS tax-exempt status letter, a project budget, and either the IRS Form 990 or the most recent audited financial statement. Grants last for one year. Proposal deadlines for organizations that have not previously received a grant from the foundation are September 1 and February 1. Proposal deadlines for organizations that have received grants from the foundation are October 1 and March 1. Address inquiries to the executive director.

Victoria Foundation, Inc.

Address: 40 S. Fullerton Ave.
Montclair, NJ 07042
Phone: 973-783-4450
Fax: 973-783-6664

Program Description: The foundation funds nonprofit 501(c)(3) tax-exempt organizations in Newark, NJ that address its interest areas in education, neighborhood development, and youth and families. In the area of education, after-school programs and educational enrichment are the primary focus areas. In the area of community affairs (neighborhood development), job training and housing programs are the primary focus areas. In the area of youth and families, support and services for families (especially at-risk families) are the primary focus areas. Funding types include capital grants, challenge/matching grants, development grants, general operating grants, project/program grants, training grants and technical assistance.

Application Process: Contact the foundation for application guidelines and submission deadlines. Grants last for one year.

Size of Awards: The foundation's awards average \$40,000.

Robert W. Woodruff Foundation, Inc.

Address: 50 Hurt Plaza, Suite 1200
Atlanta, GA 30303

Phone: 404-522-6755

Fax: 404-522-7026

E-mail: fdns@woodruff.org

Website: <http://www.woodruff.org>

Program Description: The foundation provides support to charitable, scientific and educational activities that seek to improve public education, health care access, and family, children, and youth services at the state and local levels. The foundation funds tax-exempt public charities and selected governmental agencies located and operating in Georgia.

Application Process: The foundation provides one-time capital grants to projects that fit within the foundation's giving areas. Applications are not required. One copy of the proposal in letter form should be submitted with the following information:

- ☐ Description of the organization.
- ☐ Latest financial statements.
- ☐ Description of the proposed project and full justification for its funding.

☐ Itemized project budget.

☐ Evidence of tax-exempt status.

Applicants are encouraged to make an informal inquiry before submitting a proposal.

Total Funding Available: The foundation awarded approximately \$87,000,000 in 1998.

Size of Awards: Awards range from \$50,000 to \$750,000.

Woods Charitable Fund, Inc.

Address: P.O. Box 81309
Lincoln, NE 68501

Phone: 402-474-0707

E-mail: pbaker@aliant.com

Website: <http://www.4w.com/woods>

Program Description: The fund provides support to nonprofit 501(c)(3) and 509(a)(1), (2) or (3) organizations located in or benefiting Lincoln, NE. The fund provides support for direct services in the areas of child care, the elderly and to programs that address the need for individuals to achieve self-sufficiency, including assistance to enable people to earn an adequate income.

Application Process: Applicants should first contact the fund with a two-page summary request and budget. If the fund requests a full proposal, applicants should complete the Lincoln/Lancaster County Grantmakers Common Application Form and submit it with the requested attachments. This application form may be obtained from the fund or accessed on the fund's website. Deadlines for applications are March 1, June 1 and September 1.

Corporate Resources

Subject Listing

Education

Alcoa Foundation
ANR Pipeline Company
ARCO Foundation
AT&T Foundation
Baltimore Gas and Electric Company
Bank of Boston
Best Buy Children's Foundation
The Boeing Company
Citizens Charitable Foundation
The Clorox Company Foundation
Compaq Computer Corporation
Consumers Energy Foundation
Dana Corporation Foundation
Dreyer's Foundation
Eaton Corporation
Exxon
First Union National Bank
Gannett Foundation
General Mills Foundation
The Graco Foundation
John Hancock Financial Services
Hawaiian Electric Industries Charitable Foundation
The Heinz Endowments
The Hitachi Foundation
Hoechst Celanese Foundation
The IBJ Foundation, Inc.
IBM Corporation
International Multifoods Charitable Foundation
Lilly Endowment, Inc.
Maytag Corporation Foundation
The McGraw-Hill Foundation, Inc.
MichCon Foundation
The Nalco Foundation
Nationwide Insurance Enterprise Foundation
Nike Inc.
The Northern Trust Company
Owens Corning Foundation, Inc.
Peoples Gas Light and Coke Company
The Pillsbury Company Foundation

Prudential Foundation
Sara Lee Foundation
SC Johnson Wax Fund, Inc.
Seafirst/Bank America Foundation
SmithKline Beecham
Texas Instruments Foundation
UNOCAL Foundation
The UPS Foundation
Washington Mutual Foundation
Weyerhaeuser Company Foundation

Health Care

Alcoa Foundation
ANR Pipeline Company
ARCO Foundation
Bank of Boston
The Boeing Company
BP America Inc.
Citibank, N.A.
Citizens Charitable Foundation
The Connecticut Mutual Life Foundation, Inc.
The Fuji Bank and Trust Company
Gannett Foundation
General Mills Foundation
Hoechst Celanese Foundation
IBM Corporation
International Paper Company Foundation
Kaiser Permanente Health Maintenance
Organization
The McGraw-Hill Foundation, Inc.
Nationwide Insurance Enterprise Foundation
The Northern Trust Company
People Gas Light and Coke Company
Piper Jaffray Companies Foundation
Prudential Foundation
SC Johnson Wax Fund, Inc.
SmithKline Beecham
The Sonoco Foundation
Southwestern Bell Foundation
Southwire

Stanley Works Corporate Giving Program
The State Street Foundation
The Travelers Foundation
Washington Mutual Foundation
Weyerhaeuser Company Foundation

Job Training

American Express Company
ARCO Foundation
BP America Inc.
Bristol-Myers Squibb Foundation, Inc.
California Federal Bank
Citibank, N.A.
Comapq Computer Corporation
FMC Foundation
The Fuji Bank and Trust Company
John Hancock Financial Services
The Heinz Endowments
Intimate Brands, Inc.
Metropolitan Life Foundation
PG&E
The Pillsbury Company Foundation
Prudential Foundation
Sara Lee Foundation
The State Street Foundation
The Travelers Foundation

Microenterprise

ARCO Foundation
Prudential Foundation
Seafirst/Bank America Foundation

Organizational Development

The Polaroid Foundation

Social Services

Alcoa Foundation
ANR Pipeline Company
ARCO Foundation
Bank of Boston
The Boeing Company
BP America Inc.
Bristol-Myers Squibb Foundation, Inc.
The Chase Manhattan Corporation/The Chase
Manhattan Foundation

Chicago Sun-Times Charity Trust
Citibank, N.A.
Citizens Charitable Foundation
The ConAgra Foundation
The Connecticut Mutual Life Foundation, Inc.
Consumers Energy Foundation
Dana Corporation Foundation
The Dow Chemical Company
Dreyer's Foundation
Eastman Kodak Company
Eaton Corporation
Exxon
First Interstate Bank of Arizona Charitable
Foundation
First Union National Bank
The Fuji Bank and Trust Company
The Graco Foundation
John Hancock Financial Services
Hawaiian Electric Industries Charitable Foundation
The Hitachi Foundation
Hoechst Celanese Foundation
The Home Depot
IBM Corporation
International Multifoods Charitable Foundation
International Paper Company Foundation
Lilly Endowment, Inc.
Maytag Corporation Foundation
The McGraw-Hill Foundation, Inc.
Metropolitan Life Foundation
MichCon Foundation
Microsoft Corporation
The Nalco Foundation
Nationwide Insurance Enterprise Foundation
Nike Inc.
The Northern Trust Company
Peoples Gas Light and Coke Company
Piper Jaffray Companies Foundation
Prudential Foundation
RR Donnelley and Sons Company
Sara Lee Foundation
The Sonoco Foundation
Southwestern Bell Foundation
Southwire
Stanley Works Corporate Giving Program
The State Street Foundation
UNOCAL Foundation
The UPS Foundation
U.S. Trust Corporation Foundation

Washington Mutual Foundation
Weyerhaeuser Company Foundation

Technology

The BellAtlantic Foundation

Alcoa Foundation

Address: 425 Sixth Ave.
Pittsburgh, PA 15219-1850
Phone: 412-553-2348
Fax: 412-553-4532

Program Description: The foundation funds public charities and 501(c)(3) organizations in the areas of education, culture, health and welfare, and community development. Grant types include capital, project/program and conferences/seminars. Funds are available to organizations within the United States with an emphasis on communities where Alcoa plants or subsidiaries are located.

Application Process: Submit a proposal addressed to the president to include a description of the project, purpose and objective, itemized budget, list of donors, tax-exempt statement and audited financial statement. Do not send a preliminary letter of inquiry. There are no deadline dates.

American Express Company

Address: 200 Vesey St.
New York, NY 10285-4803
Website: <http://www.americanexpress.com/corp/philanthropy/default.asp>

Program Name: The American Express Philanthropic Program

Program Description: The American Express Philanthropic Program provides funding to nonprofit 501(c)(3) or 509(a)(1), (2) or (3) organizations that encourage, sustain and develop economic self-reliance through programs that:

- ☐ Serve youth emphasizing school-to-work efforts, basic work-readiness and work experiences.
- ☐ Build awareness about career and employment options for individuals facing significant barriers to employment, and provide education, training and workplace experience so they may actively pursue these options.
- ☐ Provide education in the fundamentals of business and economics, the importance of

savings, the basics of personal finance management and related consumer issues.

Application Process: Applicants should submit a hard copy proposal in the form of a letter, no more than two or three pages in length, that clearly states the following information:

- ☐ Name and address of the organization.
- ☐ Contact person, title, telephone and fax numbers, and e-mail address.
- ☐ Funds requested.
- ☐ Geographic area served.
- ☐ Description of the project.
- ☐ Detailed project budget.
- ☐ Plans for evaluating results.
- ☐ History of any previous support from American Express.

The proposal should also include the following attachments:

- ☐ A copy of the IRS 501(c)(3) or 509(a)(1), (2) or (3) tax-exemption letters.
- ☐ Latest audited financial statement.
- ☐ List of members of the board of directors and their affiliations.
- ☐ Latest annual report or description of the organization's mission and most recent accomplishments.
- ☐ Funding sources, including contributors.

Proposals for local grants should be mailed to the appropriate office in these seven cities:

Ft. Lauderdale, FL
American Express Company
777 American Expressway
Ft. Lauderdale, FL 33337

Greensboro, NC
American Express Company
6500 Airport Parkway
P.O. Box 35029
Greensboro, NC 27425

Miami, FL
American Express Company
14901 N.W. 79th Court
Miami Lakes, FL 33016-5856

Minneapolis, MN
American Express Financial Advisors
IDS Tower 10
Minneapolis, MN 55440

New York, NY
American Express Company
World Financial Center
200 Vesey St.
New York, NY 10285-4803

Phoenix, AZ
American Express Company
20022 31st Ave. North, Mail Code 301
Phoenix, AZ 85027

Salt Lake City, Utah
American Express Company
4315 S. 2700 West
Salt Lake City, Utah 84184-3800

National grants are made to organizations that serve or programs that can be replicated in a number of U.S. locations. National grant proposals should be sent to:

American Express Company
World Financial Center
200 Vesey St.
New York, NY 10285-4803

ANR Pipeline Company

Address: 500 Renaissance Center
Detroit, MI 48243-1902

Phone: 313-496-3781

Fax: 313-496-3299

Website: <http://www.anrpl.com>

Program Description: The company supports 501(c)(3) organizations in the areas of health, welfare, education, community development and volunteerism. ANR awards challenge/matching grants, development grants, general operating grants, project/program grants and conferences/seminars to support programs that spur economic growth and development within the company's community.

Application Process: Submit an application to the manager at the local ANR Pipeline Company office. Contact the company or check local business listings for locations of area offices. Applications should include the organization's most recent annual report, the amount requested, how the money will be used, evidence of tax-exempt status and additional general information about the organization or project. Applications are accepted on an ongoing basis. Duration of the grant varies depending on the project.

Size of Awards: Awards range from \$500 to \$25,000.

ARCO Foundation

Address: 515 S. Flower St.
Los Angeles, CA 90071

Phone: 213-486-3342

Website: <http://www.arco.com/corporate/reports/foundation/home.htm>

Program Description: The foundation provides grants to nonprofit, tax-exempt public charities as defined in Section 501(c)(3) of the Internal Revenue Code in the western and southwestern United States

and Alaska. The foundation focuses on education initiatives that promote readiness-for-school services, such as early childhood curricula for at-risk children; community-based development programs that promote employment training, job creation and job retention as well as assistance to and training of small business owners; intergenerational programs that bring together senior citizens and at-risk children in mutually beneficial relationships; and health care programs that provide outreach and primary care for medically underserved individuals.

Application Process: The foundation accepts only complete proposals in the appropriate format (contact the foundation or visit the website for the proposal outline). The foundation does not consider pre-proposal inquiries. Proposals must be submitted to the appropriate regional office (see website for details). Cover letters accompanying proposals should state the mission of the organization, the grant amount requested and the purpose of the grant, as well as the legal name of the organization. Proposals must not exceed five single-spaced typed and numbered pages. Binders or covers should not be used. Proposal information should be submitted in the exact order as outlined on the website. Attachments should include:

- ☐ Financial information.
- ☐ Most recent completed Form 990 submitted to the IRS.
- ☐ List of board directors and their affiliations.

Proposals that do not meet ARCO Foundation's program guidelines are immediately denied.

Total Funding Available: The foundation awarded approximately \$7,800,000 in 1997.

AT&T Foundation

Address: 32 Avenue of the Americas
New York, NY 10013-2412
Phone: 212-841-4607
Fax: 212-841-4583
Website: <http://www.att.com/foundation/>

Program Name: AT&T Learning Network

Program Description: AT&T Learning Network provides project grants to nonprofit 501(c)(3) organizations to help communities build the framework for learning through technology. Grants are typically awarded to programs that concentrate on the role of technology in education and its capacity to connect students, teachers, classrooms, institutions and communities.

Application Process: Grant funds are typically disbursed through invitational programs or by applications the foundation solicits. If an applicant understands this policy and still chooses to apply for funding, the foundation requires submission of a brief letter introducing and describing the organization or project.

Total Funding Available: The foundation awarded approximately \$16 million in 1997 for education initiatives.

Baltimore Gas and Electric Company

Address: P.O. Box 1475
1003 G&E Building
Baltimore, MD 21203-1475
Phone: 410-234-7481
E-mail: corpcontrib@bge.com
Website: <http://www.bge.com>

Program Description: The company's corporate contributions program provides charitable donations to tax-exempt 501(c)(3) nonprofit organizations

located in the central Maryland region. The company funds early childhood and education initiatives that prepare children to "start school ready to learn"; health and welfare initiatives that provide support services to families and children that promote self-sufficiency and provide prevention and health education services; and community revitalization efforts that help create affordable housing and stable communities.

Application Process: The company accepts and considers proposals throughout the year. Two copies of the proposal should be sent to the chairperson of the corporate contributions committee. The proposal should include the following information. Please contact the company or visit the website to receive detailed information about the contents of the proposal.

- ☐ Cover letter outlining the proposal summary and the amount requested on the organization's letterhead and signed by the executive director or board president.
- ☐ Narrative including information about the organization, purpose of the grant and evaluation information.
- ☐ Attachments including information about the board of directors, the organization's finances, annual report and a copy of the original IRS determination letter indicating 501(c)(3) tax-exempt status.

Bank of Boston

Address: 100 Federal St., 01-28-04
Boston, MA 02110
Phone: 617-434-2804
Fax: 617-434-8905

Program Description: The foundation awards grants in the areas of economic opportunity and public education, social services and health. Funding includes challenge/matching grants, project/program grants, matching gifts (education), technical assistance and in-kind donations. Grants are made to 501(c)(3) organizations in the communities of

southern New England including southern New Hampshire.

Application Process: Submit a written request to the director of corporate contributions by January 31, March 31, May 30, August 30 or October 31 for consideration at contributions committee meetings in February, April, June, September and November. The foundation's application process is very detailed. Applicants are encouraged to contact the foundation for specific documents that must be submitted with the application.

Size of Awards: Awards range from \$2,500 to \$25,000.

The BellAtlantic Foundation

Address: 1095 Avenue of the Americas, Room 3200
New York, NY 10036
Phone: 800-360-7955
Fax: 212-398-0951
E-mail: ba_foundation@bellatlantic.com
Website: <http://www.bellatlanticfoundation.com>

Program Description: The foundation provides grants to nonprofit organizations from Maine to Virginia that focus on the foundation's primary area: technology integration. The foundation supports the following types of programs: use of the Internet in the classroom, telemedicine application development, technology applications for after-school programs and community development integrating technology.

Application Process: The foundation welcomes unsolicited proposals but strongly encourages submission of applications online. Applications submitted online will receive a reply within 48 business hours; all other proposals are responded to within 16 weeks. The foundation reviews proposals from January until November. Application proposals should be submitted with a description of the organization, its history, a statement of objectives and an overview of long-range plans. The foundation may request additional information. If applying by mail or by fax:

- ☐ Print out an application from the foundation's website.

- ☐ Type and single space all proposals.
- ☐ Answer the questions in the order listed.
- ☐ Use the headings, subheadings and numbers provided.
- ☐ Submit two copies.
- ☐ Do not include any attachments or videotapes.

Total Funding Available: The foundation awarded approximately \$38 million in 1997.

Size of Awards: Awards ranged from \$75 to \$1.7 million in 1997.

Best Buy Children's Foundation

Address: Community Relations Department
P.O. Box 9312
Minneapolis, MN 55440-9312

Phone: 612-947-2650

Fax: 612-947-2693

Website: <http://www.bestbuy.com/companyinfo/community/indx2.asp>

Program Description: The foundation awards program development and project grants to organizations that offer innovative programs to encourage personal achievement, mentor relationships and life skills for children ages five to 18. Organizations must be nonprofit 501(c)(3) tax-exempt or seeking this tax-exempt status, and located where Best Buy Co., Inc. maintains a presence.

Application Process: The foundation requires a standard grant application. Contact the foundation or visit the website for a grant application, guidelines, required documents and submission deadlines. Proposals are accepted on a continual basis.

The Boeing Company

Address: P.O. Box 3707, #MS 14-04
Seattle, WA 98124-2207

Phone: 206-655-6679 or 206-665-0803

Fax: 206-655-2000

E-mail: christine.g.jones@boeing.com

Website: <http://www.boeing.com/>

Program Names: Community Connection and Community Outreach ClubFab

Program Description: The company awards grants to 501(c)(3) organizations in the areas of education, health and human services, and civic participation. Grants are made to communities where Boeing employees live and/or work, including Washington state, Philadelphia, PA, Kansas, Oregon, Alabama and Seal Beach, CA. In the areas of health and human services and civic participation, the company supports capital campaigns and seed money (one-time grants) for new programs/projects that address community needs. The company awards one-time grants to help purchase equipment, facilities improvement and other special projects. Boeing also donates surplus goods. Other funding types include challenge/matching grants, conferences/seminars, development grants and technical assistance.

Application Process: Applicants should send a one-to two-page proposal letter addressed to the manager of company contributions with their organization's description and the program for which they are seeking support. Boeing requires specific documents with the application; contact the organization for a list of the required documents. The amount of support and duration of the award varies. There are no deadline dates. Boeing encourages collaborative work among organizations that address community needs.

BP America Inc.

Address: 200 Public Square 10-N
Cleveland, OH 44114-2375
Phone: 216-586-5212
Fax: 216-586-5593

Program Name: Corporate Contributions

Program Description: The company's corporate giving program awards challenge/matching grants, matching gifts and project/program grants in the areas of civic and community activities, health and human services, culture and the arts with a special emphasis on minority economic opportunity and environment. The company also funds conferences/seminars, gives awards and prizes, offers work-study programs and provides technical assistance. Grants are made to organizations with IRS tax-exempt status primarily in Cleveland, OH and communities where the company has a significant presence.

Application Process: The company suggests preliminary inquiries in writing or by phone; address inquiries to the contributions assistant. While BP America does not require standard application forms, the company asks that a proposal of no more than five typewritten letter pages be submitted. Proposals should include the amount requested and how the funds will be used, and a brief description of the organization and project to be funded. The company has no submission deadlines. Duration of the grant depends on the specific grant awarded.

Size of Awards: Awards range from \$1,000 to \$400,000.

Bristol-Myers Squibb Foundation, Inc.

Address: 345 Park Ave.
New York, NY 10154
Phone: 212-546-4000
Fax: 212-546-9574
Website: <http://www.bms.com/aboutbms/founda.html>

Program Description: The foundation awards project/program grants to 501(c)(3) organizations in

the areas of civic and community services. Preferential consideration is given to organizations that direct efforts to strengthen economic and community development, and provides opportunities and job training to socially or economically disadvantaged people. The foundation also supports organizations that help develop young people and promote wellness among the elderly and the disabled. The foundation gives preference to organizations located where the company conducts business.

Application Process: Applicants should submit a written request to the president by October 1 with the following information: brief organization history; goals and accomplishments to date; statement of purpose for proposed project; amount requested and current funding sources. Attachments should include most recent annual report and list of board of directors; copy of IRS 501(c)(3) tax-exemption letter and most recent Form 990 Income Tax Return; and current year's operating budget, including most recent audited financial statements. Grant amount varies depending on the needs and nature of the request. Grants usually last one year.

California Federal Bank

Address: 840 Stillwater Road
West Sacramento, CA 95606
Phone: 916-614-2334
Website: http://www.calfed.com/about/wecare/index_cc.htm

Program Name: We Care Program

Program Description: The We Care Program provides monetary donations to nonprofit tax-exempt 501(c)(3) organizations operating in California, Nevada and Maryland. The program provides support to inner-city programs that promote economic development and job training, and provide positive alternatives to at-risk children.

Application Process: California Federal Bank does not guarantee year-to-year contributions. Applications should include:

- ☐ Name and address of the organization.

- ☐ Telephone number of the principal contact.
- ☐ Tax identification number.
- ☐ Brief statement of the organization's mission.
- ☐ Population and geographic area served.
- ☐ Purpose for which funds would be used and the total cost to accomplish that purpose.
- ☐ Amount requested.
- ☐ List of sources and amounts of other funding either requested or obtained for this purpose.

Eligible organizations must rely on private support for the bulk of their operating revenue and be able to demonstrate the capability of providing a service for which there is a need in the community. California Federal Bank also donates company furniture, equipment and supplies that are no longer in use. Eligible organizations located in the State of Maryland should send applications to:

First Nationwide Mortgage Company
We Care Committee
5280 Corporate Drive
Frederick, MD 21701

The Chase Manhattan Corporation/The Chase Manhattan Foundation

Address: 600 Fifth Ave., 3rd Floor
New York, NY 10020

Phone: 212-332-4061

Fax: 212-552-7467

Website: <http://www.chase.com/>

Program Description: The foundation awards project/program grants in the areas of youth services and community revitalization to nonprofit 501(c)(3) tax-exempt organizations in Arizona, California, Connecticut, Delaware, Florida, Illinois, Louisiana, Massachusetts, New Jersey, New York, Ohio and Texas. The Chase Manhattan Bank, N.A. conducts a Neighborhood Grants Program that awards grants of \$500 to \$3,000 to community-based nonprofit organizations in the areas indicated.

Application Process: Organizations in New York, New Jersey and Connecticut should submit a formal application. Call 212-332-4100 for applications. Applicants in other states should submit a letter of inquiry to the address listed above.

Chicago Sun-Times Charity Trust

Address: 401 N. Wabash Ave.
Chicago, IL 60611

Phone: 312-321-3121

Fax: 312-321-2278

Program Description: The trust awards project/program grants and seed money to nonprofit organizations in the Chicago metropolitan area. Social services programs and projects with innovative solutions to problems affecting the Chicago metropolitan community are supported. Organizations that receive more than 25 percent government funding are not eligible.

Application Process: The trust has a very detailed application package. Contact the foundation for application information and guidelines. Submission deadlines are April 30, July 31, October 31 and January 31. The trust does not provide renewals or multiyear grants.

Size of Awards: Awards range from \$1,000 to \$5,000.

Citibank, N.A.

Address: 850 Third Ave., 13th Floor
New York, NY 10043

Phone: 212-559-0173

Fax: 212-793-5944

Website: <http://www.citibank.com/>

Program Description: The company awards capital grants, challenge/matching grants, development grants, general operating grants, project/program grants, seed money and training grants in the areas of community development/revitalization, culture and health. Citibank, N.A. also offers matching gifts and technical assistance. Funding opportunities are made to nonprofit 501(c)(3) tax-exempt organizations in communities where Citibank operates. In the area of

community development/revitalization, the company supports affordable housing, economic development, employment and child care. In the area of health, the company supports improvement of community-based health care with an emphasis on wellness and services.

Application Process: The company has a very detailed application package. Contact the company for information regarding required documents (see page 11 of this guide for a suggestion of documents to include in the application). Address applications to the director of corporate contributions. There are no deadline dates.

Citizens Charitable Foundation

Address: c/o Citizens Bank
One Citizens Plaza
Providence, RI 02903-1339
Phone: 401-456-7285
Fax: 401-456-7644
E-mail: cdoval@citizensbank.com

Program Description: The foundation awards project/program grants to nonprofit 501(c)(3) tax-exempt organizations in communities where Citizens Bank operates, in the areas of human services, housing, health, education, culture, the arts, the environment and civic affairs. In the areas of human services and housing, the foundation supports the availability of decent, safe and affordable housing particularly for low- and moderate- income families. In the area of health, the foundation supports the availability of quality and affordable community-based health care for all persons. In the area of education, the foundation supports job training and job readiness. In the area of civic affairs, the foundation supports services that improve the quality of life in the community.

Application Process: Submit a request in writing. The foundation has a very detailed application package; contact the foundation for required documents. There are no deadline dates; proposals are considered on a quarterly basis.

The Clorox Company Foundation

Address: P.O. Box 24305
Oakland, CA 94623-1305
Phone: 510-271-2199
E-mail: ommunity.affairs@clorox.com
Website: <http://www.clorox.com/company/foundation/community.html>

Program Description: The foundation provides grants to nonprofit 501(c)(3) organizations located in Oakland, CA and in areas where the company has facilities (CA, FL, GA, IL, MD, MS, OH, TX, KY, MO, NV, OR, WV). The foundation focuses on education and youth development programs that emphasize academic development, leadership development, job readiness/career development, mentoring, early childhood development, parent education and cultural enrichment.

Application Process: Applicants are required to complete the foundation's grant application cover sheet, answer the application questions in the appropriate order and submit the requested attachments (see the foundation's website for detailed information regarding the application questions and attachments). All instructions must be followed for the application to be reviewed. Applicants should:

- ☐ Type and single space all proposals.
- ☐ Answer all questions, typing the number and question followed by the answer.
- ☐ Limit the number of pages submitted in answering the questions to three single-sided pages.
- ☐ Do not include any materials other than those specifically requested.

Total Funding Available: The foundation awarded approximately \$3,000,000 in 1997.

Size of Awards: Awards ranged from \$5,000 to \$160,000 in 1997.

Compaq Computer Corporation

Address: Community Relations
P.O. Box 692000, MC 050620
Houston, TX 77269-2000
Phone: 281-514-0527
Fax: 281-514-7024
E-mail: CPQ.Contributions@Compaq.com

Program Description: Funding is available for Houston-based organizations that have held nonprofit status for at least two years, have a good relationship with the community in which they operate and are not affiliated with any religious or political organizations. Interested organizations should have projects that focus on the needs of the working poor, including job training, adult literacy and youth services.

Application Process: The organization does not have a formal application process. All requests for funding should be made in writing. The corporation will review all requests. Those organizations that meet the initial criteria will be sent an application for additional information.

The ConAgra Foundation

Address: c/o ConAgra Corporate Relations
One ConAgra Drive
Omaha, NE 68102-5001
Website: <http://www.conagra.com/commun.html>

Program Description: The foundation provides funding for programs that place an emphasis on community needs and foster community involvement. Funding is also available for organizations that have existed at least one year and have a proven record of setting, measuring and accomplishing goals.

Application Process: All requests for funding must be made in writing. The foundation closely reviews the amount requested in relation to amounts contributed by others in the community. Proposals should be received by the last working day of January, April, July and October.

The Connecticut Mutual Life Foundation, Inc.

Address: 140 Garden St.
Hartford, CT 06154
Phone: 860-987-6500
Fax: 860-987-6532

Program Description: The foundation supports nonprofit 501(c)(3) tax-exempt organizations in the areas of health care, human services and community building. Special consideration is given to proposals that address health education, disease prevention and alternative models of health care delivery. The foundation awards capital grants, general operating grants and project/program grants. Capital grants are considered for payment of new construction, renovation or rehabilitation, or the purchase of capital equipment. Preference is given to proposals that benefit minority and low-income persons and organizations in which the company employees are active.

Application Process: Submit an application to the executive director from September through October for the review period for the following year. Applications should include a brief description of the program or organization to be funded, statement of goals and objectives, budget, IRS 501(c)(3) tax-exempt letter and a list of the board of directors. The foundation recommends the common grant application form developed by the Coordinating Council for Foundations, Hartford, CT.

Consumers Energy Foundation

Address: 12 W. Michigan Ave.
Jackson, MI 49201
Phone: 517-788-0432
Fax: 517-788-2281
Website: <http://www.consumersenergy.com/community/foundation/index.html>

Program Name: Volunteer Investment Program (VIP)

Program Description: The foundation awards capital grants, operating grants, project/program grants and matching gifts to 501(c)(3) tax-exempt organizations in Michigan in the areas of education, and community

and civic affairs. The program encourages employee volunteerism in nonprofit organizations.

Application Process: Request a guidelines brochure from the foundation for application information. Grants vary in duration and renewals are unlikely.

Size of Awards: Awards range from \$500 to \$50,000.

Dana Corporation Foundation

Address: P.O. Box 1000
Toledo, OH 43697

Phone: 419-535-4500

Fax: 419-535-4896

Program Description: The foundation seeks to improve the communities where Dana Corporation operates by awarding capital grants, challenge/matching grants and seed money in the areas of education and community development. Grants are awarded to nonprofit 501(c)(3) tax-exempt organizations in communities where Dana Corporation facilities are located.

Application Process: Submit a written request to the administrator of the Dana Corporation Foundation to include the organization's overall objectives and purpose of the proposed project, an organizational chart and most recent tax return. The foundation encourages submission of additional materials of interest to the proposed project.

The Dow Chemical Company

Address: Global Contributions
47 Building
Midland, MI 48667

Fax: 517-638-7238

Program Description: The company will provide assistance to organizations that operate programs to address the needs of the cities/communities where the company has a presence.

Application Process: The company does not have a formal funding request form. Preferential treatment is given to charitable contributions requested by Dow

employees. Contact the company for detailed information regarding application guidelines.

Total Funding Available: The company awards approximately \$18 million each year.

Dreyer's Foundation

Address: 5929 College Ave.
Oakland, CA 94618

Phone: 510-450-4586

Website: <http://www.dreyers.com/the-company/index.html>

Program Name: Small Grants and Products Donations

Program Description: The foundation provides small grants (\$1,000 or less), ice cream products, gift certificates and items for auctions for any event sponsored by a nonprofit organization.

Application Process: The request for a small grant or product must include the following information: tax-exemption number, date of event, description of the organization and event, items requested, and the name and phone number of the contact person. The request should be written on the organization's stationary and be no more than one page in length.

Program Name: Dream the Dream Competition

Program Description: Grants are awarded to groups of young people within the Oakland and East Bay areas of California that develop ways to improve their community through the use of short- and long-term goals. A limited number of grants are available for areas where Dreyer's or Eddy's products are sold and where there is some form of employee involvement. The selected project should also demonstrate techniques that will help young people learn how to learn. Applicants (young people) must partner with a nonprofit organization that will also serve as a monitor for the project.

Application Process: The guidelines governing the submission and selection for this grant are very detailed; please call or visit the foundation's website for information.

Program Name: Grand Expectations Program

Program Description: Nonprofit organizations within the Oakland and East Bay areas of California may receive funding for programs that focus on the core academic areas of school-age children from preschool through high school. A limited number of grants are available for areas where Dreyer's or Eddy's products are sold and where there is some form of employee involvement. Funding received may be used for program and operating expenses, capital items, start-up costs, materials and/or supplies.

Application Process: The request for funding should be submitted on the organization's stationary and should be no more than three pages in length. Applications are reviewed on a semi-annual basis and must be submitted prior to April 15 or October 15.

Eastman Kodak Company

Address: Community Relations and Contributions
Rochester, NY 14650-0517

Website: <http://www.kodak.com/US/en/corp/community.shtml>

Program Description: The company provides contributions in the form of cash, products, real estate or in-kind donations to organizations where substantial numbers of active and potential employees live and work. Interested nonprofit organizations should sponsor programs that revitalize the community by increasing the standard of living for low-income residents.

Application Process: The company does not have a formal application form. All proposals should be accompanied by a cover letter containing the purpose of the grant, legal name of the organization and the mission statement. After initial review of the proposal, the company will either immediately decline the proposal or send notification that the proposal will be further evaluated.

Eaton Corporation

Address: 1111 Superior Ave.
Cleveland, OH 44114

Phone: 215-523-5000

Website: <http://www.eaton.com/corp/contribute/corpcont.html>

Program Name: Eaton's Charitable Contributions Program

Program Description: The foundation provides assistance to educational, health, human service, civic, arts and cultural organizations that are located in the Eaton community, are recommended by an Eaton manager or have Eaton employee involvement. Projects funded by the foundation must improve the quality of life as well as demonstrate methods for preventing problems before they occur.

Application Process: Requests for funding must be made through a local Eaton manager. The Eaton manager can assist with proposal development and serve as a sponsor for the request. Applicants are encouraged to visit the company's website to locate an Eaton manager.

Total Funding Available: The foundation awarded approximately \$4.5 million in 1997.

Exxon

Address: 5959 Las Colinas Blvd.
Irving, TX 75039-2298

Fax: 972-444-1405

Website: <http://www.exxon.com/exxoncorp/community/grants.html>

Program Name: Exxon Corporate Contributions

Program Description: The corporation provides funding to nonprofit organizations that are located in communities where the corporation has a significant presence. Funding is available for youth development and neighborhood assistance programs; social and economic issues impacting women; and minority educational programs.

Application Process: The corporation does not have formal application procedures. Requests for funding should be no more than five pages in length. The proposal should contain descriptive and background information about the organization, including who benefits from the proposed project. Interested organizations should review the website or write to determine if the organization is located within one of the corporation's targeted communities.

First Interstate Bank of Arizona Charitable Foundation

Address: P.O. Box 29743
Phoenix, AZ 85038-9743
Phone: 216-363-1030

Program Description: The foundation seeks to improve the communities in which the bank serves by awarding grants in the areas of civic and environmental issues. Nonprofit 501(c)(3) organizations in communities that the bank serves are eligible to apply.

Application Process: An application is required. A completed application should include: a copy of the IRS 501(c)(3) tax-exemption letter; current budget; most recent financial statements; latest annual audit; president's report or summary of activities; list of corporate donors and list of board of directors. Grants last one year; there are no renewals. Applications are accepted on an ongoing basis.

First Union National Bank

Address: 190 River Road
Summit, NJ 07901
Phone: 908-598-3362
Fax: 908-598-3374
Website: <http://www.firstunion.com/involve/contributions/>

Program Description: The company offers matching gifts and scholarships in the areas of housing, education, civic and social services to nonprofit

501(c)(3) tax-exempt organizations. Organizations located in the company's market area where branch offices are operated, including New York, Pennsylvania, New Jersey and Connecticut, may apply for funding.

Application Process: All requests for funding must be made in writing and submitted with the appropriate documents. Contact the foundation for details including the application guidelines, required documents and submission deadlines. The company does not limit the amount applicants may request; however, the request must be reasonable according to the proposed project.

FMC Foundation

Address: 200 E. Randolph Drive
Chicago, IL 60601
Phone: 312-861-6135
Fax: 312-861-6141
Website: <http://www.fmc.com/Corp/Community/Foundation/foundation.html>

Program Description: Grants are available for capital and operating expenses. Nonprofit organizations managing programs that improve the employment and economic opportunities of minorities, women and disabled individuals may apply for funding.

Application Process: Applications must be submitted in writing and have a length of not more than two pages. Applications should contain a brief description of the organization along with a description of the organization's activities and programs. Requests should be for a specific amount of money with an explanation of how the funds will be used.

Size of Award: Awards range from \$5,000 to \$15,000.

The Fuji Bank and Trust Company

Address: Two World Trade Center
New York, NY 10048

Phone: 212-898-2400

Program Name: Community Reinvestment Act (CRA)
Program

Program Description: The company seeks to provide financing and services to New York City low-income residents and distressed neighborhoods. Nonprofit organizations and public agencies in New York City, NY are eligible to apply for challenge/matching grants, development grants, project/program grants and loans in the areas of housing, job development, health and supportive services, and community development.

Application Process: Contact the foundation for application guidelines and forms. The foundation accepts applications on a continual basis.

Gannett Foundation

Address: 1100 Wilson Blvd.
Arlington, VA 22234

Phone: 703-284-6000

Fax: 703-558-3819

Website: <http://www.gannett.com/map/foundation.htm>

Program Description: The foundation provides grants to nonprofit 501(c)(3) organizations that serve the communities in which Gannett Company, Inc. has a local daily newspaper, broadcast station or cable TV operation. The foundation generally focuses on programs that seek to improve the education, health and advancement of the people who live in Gannett communities through economic development, youth development and assistance to disadvantaged people. These are general guidelines; each local operation establishes its own priorities, depending upon local needs, and may have additional guidelines and restrictions. Applicants are strongly encouraged to contact the local chief executive officer (CEO) for additional information before submitting a funding request.

Application Process: Applications should be made to the local CEO (the newspaper publisher, broadcast station manager or cable TV executive). One-page letters of inquiry are welcomed to determine funding eligibility. Proposals of no more than five pages containing the required information (see the website for detailed requirements) should be submitted to the appropriate local office. Applications should not be sent to the foundation offices in Arlington, VA unless they address local needs in the Washington, DC metropolitan area.

Total Funding Available: The foundation awarded approximately \$6,800,000 in 1997.

General Mills Foundation

Address: General Mills Community Affairs
Department
P.O. Box 1113
Minneapolis, MN 55440

Website: <http://www.generalmills.com/explore/community>

Program Description: The foundation provides support to nonprofit organizations that improve the quality of life and communities where General Mills employees, retirees and facilities are located. Nonprofit organizations with projects that focus on arts and culture, education, family life, and health and nutrition are strongly encouraged to apply.

Application Process: Applications may be submitted at any time. If the request for funding meets the criteria, the application will be assigned to a program officer for review. Funds may be used to cover operating, project and capital costs. Grants that are used for capital costs must meet the needs of the community within the foundation's focus.

Total Funding Available: The foundation awarded approximately \$16 million in 1997.

Size of Awards: Awards range from \$1,000 to \$100,000.

The Graco Foundation

Address: P.O. Box 1441
Minneapolis, MN 55440-1441
Phone: 612-623-6696
Fax: 612-623-6944

Program Name: Financial Grants of Support

Program Description: The foundation supports programs in education, human services, youth and economic development. Nonprofit 501(c)(3) tax-exempt organizations that are not classified as a private foundation under Section 509(a) of the IRS Code and are located in Minneapolis, MN and communities where Graco, Inc. has a strong employee presence are eligible to apply for funding. Funding types include capital grants, development grants, matching gifts (education only) and product donation. The foundation gives priority to local programs that improve the quality of living in the community.

Application Process: As an initial step, submit a brief outline of the program for which funding is requested, the organization's background, program objectives and IRS tax-exempt status letter.

Size of Awards: Awards range from \$5,000 to \$100,000.

John Hancock Financial Services

Address: Community Relations
P.O. Box 111
Boston, MA 02117
Phone: 800-695-7389
Website: <http://www.jhancock.com>

Program Description: The company provides grants to nonprofit 501(c)(3) organizations located in Boston, MA or that serve Boston residents who demonstrate the ability to meet significant local needs. The company funds specific programs in the areas of education, employment and job training, social services and youth development. The company also provides volunteers, technical assistance and in-kind services. The company gives special priority to

agencies that offer programs for disadvantaged members of society.

Application Process: The company does not make more than one grant to any organization during the calendar year. Proposals should include:

- ☐ Name, address and phone number of the agency and executive director or contact person.
- ☐ Agency goals and objectives.
- ☐ Agency history and achievements.
- ☐ Purpose for which the funds will be used.
- ☐ Dollar amount of request.
- ☐ Target population and number of people served by the program for which the grant is requested.
- ☐ List of board of directors/trustees.
- ☐ List of current funding sources and other sources of revenue.
- ☐ Audit or financial statements for the most recent fiscal year.
- ☐ Evidence of 501(c)(3) tax-exempt status.

Total Funding Available: The company awarded approximately \$36 million in 1997.

Hawaiian Electric Industries Charitable Foundation (HEICF)

Address: P.O. Box 730
Honolulu, HI 96808
Phone: 808-543-7771
Website: <http://www.hei.com/heicf/heicf.html>

Program Description: The foundation awards project/program grants to nonprofit 501(c)(3) tax-exempt organizations in Hawaii in the areas of community development, education, environment and family services.

Application Process: The application package is very detailed; contact the organization for the

complete list of required documents to accompany the application. Address inquiries to the HEI director.

The Heinz Endowments

Address: 30 CNG Tower
625 Liberty Ave.
Pittsburgh, PA 15222
Phone: 412-281-5777
Fax: 412-281-5788
E-mail: info@heinz.org
Website: <http://www.heinz.org>

Program Description: The Heinz Endowments support nonprofit 501(c)(3) and 509(a) organizations that improve the literacy status of young children by expanding after-school, weekend and summer programming for children. The endowments also encourage and support innovative projects that prepare the disadvantaged for entry into the workforce. Special emphasis is given to programs located in or benefitting southwestern Pennsylvania.

Application Process: Applicants are requested to first submit a letter of inquiry, signed by the head of the applicant organization or of its board, addressing:

- ☐ The need for the proposed program.
- ☐ The nature of the proposed program, including objectives.
- ☐ Target population(s) and specific action plan.
- ☐ The ways in which the program is consistent with the endowment's strategy in this area.
- ☐ Staff and organizational qualifications for carrying out the program.
- ☐ Features that distinguish the program from any similar program.
- ☐ The method by which the project's effectiveness will be monitored and evaluated.

If interested, applicants will be asked to submit a formal proposal that includes:

- ☐ The organization's budget.

- ☐ Most recent financial statement.
- ☐ Letter from the IRS confirming tax-exempt status.
- ☐ A line-item budget for the proposed project.
- ☐ A list of the organization's board of directors.

The Hitachi Foundation

Address: 1509 22nd St., N.W.
Washington, DC 20037-1073
Phone: 202-457-0588
Fax: 202-296-1098

Program Description: The foundation awards challenge/matching grants and project/program grants in the areas of education and community development.

Application Process: The foundation does not accept unsolicited proposals but issues Requests for Proposals (RFPs) related to its program areas. Contact the foundation for RFP information. Only 501(c)(3) tax-exempt organizations are eligible for funding.

Hoechst Celanese Foundation

Address: c/o Hoechst Corporation
P.O. Box 4915
Warren, NJ 07060-4915
Phone: 908-231-2000

Program Description: The foundation funds programs in the areas of education, health and welfare, youth programs and community improvement. Funding is available to nonprofit 501(c)(3) tax-exempt organizations that have a proven record of producing results, a broad base of support and strengthen the communities where Hoechst Celanese does business.

Application Process: Submit a brief letter or proposal to include audited financial statements and tax status statements. Grants are accepted on an ongoing basis. Address inquiries to the president.

The Home Depot

Address: 2455 Paces Ferry Road
Atlanta, GA 30339
Phone: 770-433-8211
Fax: 770-801-5813
Website: <http://www.homedepot.com/>

Program Names: Community Investment Program and Matching Gift Program

Program Description: The company contributes to programs that address the needs of the community where Home Depot operates stores. Matching gifts, product donations and project/program grants are awarded in the areas of affordable housing, development and rehabilitation, and at-risk youth. Community organizations in Home Depot market areas are eligible to apply for funding.

Application Process: There is no formal application; however, applicants should submit a brief letter of inquiry to the appropriate Home Depot regional manager or to the director of community affairs. The letter should include the following information:

- ☐ The organization's name, address, phone number, contact person and board of directors.
- ☐ A brief description of the organization's history, accomplishments and goals.
- ☐ Evidence of the organization's tax-exempt status.
- ☐ A brief description of the proposed project, its purpose, opportunity for success, long- and short-range goals, and plans for measuring results.
- ☐ The total project cost, complete list of other funding sources and amount requested from The Home Depot.

There are no deadline dates. The company accepts requests at any time during the year.

The IBJ Foundation, Inc.

Address: c/o The Industrial Bank of Japan, Inc.
1251 Avenue of the Americas, 31st Floor
New York, NY 10020-1104
Phone: 212-282-4190
Fax: 212-282-4250

Program Names: Education of Global Citizens and Strengthening Urban Communities

Program Description: The foundation funds nonprofit 501(c)(3) tax-exempt organizations involved in education programs. Eligible organizations in New York City, NY; Los Angeles, CA; Chicago, IL; Atlanta, GA; San Francisco, CA; Houston, TX; and Washington, DC may apply for funding. The foundation does not support general operating costs.

Application Process: Submit a short concept paper for preliminary review. The paper should include the organization's history, mission and goals; projected time frame for project; expected outcomes and evaluation methods; target population(s); amount requested and project budget. Preliminary papers are reviewed throughout the year.

IBM Corporation

Address: Corporate Community Relations
New Orchard Road
Armonk, NY 10504

Website: <http://www.ibm.com/ibm/ibmgives/>

Program Description: IBM provides monetary grants and in-kind donations to nonprofit 170(c) or 501(c)(3) tax-exempt organizations and educational institutions in the areas of education, health and human services.

Application Process: The majority of grants awarded are initiated by IBM and do not stem from unsolicited proposals. However, unsolicited proposals are reviewed on an ongoing basis, but funding is unlikely. Priority is assigned to requests

involving IBM technology or the volunteer efforts of IBM employees. IBM considers other types of IBM support an organization may already be receiving in the application review process. To submit an unsolicited proposal, applicants must make an initial inquiry in the form of a two-page letter. If interested, IBM will request additional information. The letter should include:

- ☐ A brief statement fully describing the mission of the organization, the amount of money requested and the purpose of the contribution.
- ☐ A description of the problem, the proposed solution and how IBM technology and IBM volunteers (if appropriate) will be incorporated.
- ☐ Proposed project budget with all other anticipated sources of income.
- ☐ Plans to measure and evaluate program results.
- ☐ A copy of an IRS 501(c)(3) ruling or other documentation indicating tax-exempt status.
- ☐ The name, address and phone number of the project contact person.

Total Funding Available: The corporation awarded approximately \$84.6 million in the United States in 1997.

International Multifoods Charitable Foundation

Address: 33 S. 6th St.
P.O. Box 2942
Minneapolis, MN 55402-0942
Phone: 612-340-6594
Fax: 612-340-3743

Program Description: The foundation awards general operating grants and project/program grants in the areas of health and human services, education and youth, and community development programs. Grants are made only to nonprofit organizations with 501(c)(3) tax-exempt status in communities where Multifoods is located. The foundation also offers matching gifts.

Application Process: Make request for guidelines in writing. The foundation has a very detailed application process. The foundation will not consider telephone or form letter requests. Submission deadlines are May 31 and December 31.

Size of Awards: The foundation's awards average \$1,000 to \$3,000.

International Paper Company Foundation

Address: Two Manhattanville Road
Purchase, NY 10577
Phone: 914-397-1503 or 914-397-1678
Fax: 914-397-1505
Website: http://www.internationalpaper.com/our_world/outreach_frame.html

Program Description: The foundation seeks to improve the quality of life and education in neighborhoods where the company operates by offering funding in the areas of community affairs, and health and welfare. In the area of community affairs, funding is available for programs addressing illiteracy and volunteerism. In the area of health and welfare, funding is available for children's programs that promote wellness and prevention, such as teen pregnancy, substance abuse and nutrition, so that children do not drop out of school. Funding includes demonstration grants, development grants, project/program grants, seed money, training grants and technical assistance. Nonprofit 501(c)(3) tax-exempt organizations are eligible for funding.

Application Process: Submit a preliminary proposal to include a brief background of the organization, concise program description, specific objectives, program budget (including amount requested), current funding sources with specific amounts, IRS 501(c)(3) tax-exempt letter, most recent audited financial statement and current annual report. In communities where the company maintains facilities, requests should be directed to the mill or plant manager, or to the communications, human resources or public affairs manager. Other requests should be directed to the vice president. Submission deadlines are between January 1 and March 1.

Size of Awards: Awards range from \$1,000 to \$10,000.

Intimate Brands, Inc.

Address: Public Relations Department
Three Limited Parkway
Columbus, OH 43230

Fax: 614-415-7079

Website: <http://www.intimatebrands.com/who/grant.asp>

Program Description: The company provides grants to nonprofit organizations operating programs that respond to the needs of women, children and education. Projects should focus on skills and options that allow women to be independent and foster children with the thoughts that they can be leaders of tomorrow.

Application Process: Organizations may submit a written request by mail or fax. Requests are reviewed and responded to in writing monthly.

Kaiser Permanente Health Maintenance Organization

Address: 393 E. Walnut St.
Pasadena, CA 91188

Phone: 818-405-5517

Fax: 818-405-3176

Website: <http://www.kaiserpermanente.org/>

Program Description: The organization seeks to improve health and well-being by funding programs in the areas of women's health, children's health and safety, immunizations and senior care. Nonprofit 501(c)(3) organizations and U.S. citizens are eligible for support. Geographic restrictions vary.

Application Process: Contact the organization for an application and guidelines. Applications are accepted on an ongoing basis.

Lilly Endowment, Inc.

Address: 2801 N. Meridian St.
Indianapolis, IN 46208

Phone: 317-924-5471

Fax: 317-926-4431

Program Description: The company seeks to support the causes of religion, education and community development by offering funding to nonprofit 501(c)(3) tax-exempt organizations in Indiana. The community development interest area includes arts, culture and preservation, human services, and community development and revitalization. Funding includes capital grants, challenge/matching grants, conferences/seminars, demonstration grants, development grants, general operating grants, matching gifts, project/program grants, research grants, seed money and technical assistance.

Application Process: No official application is required. Submit a two-page letter outlining the project and budget, and a description of the organization including IRS 501(c)(3) tax-exempt letter. There are no deadline dates. Applications are reviewed and approved every month except March, July and September.

Size of Awards: Awards range from \$30 to \$6,000,000.

Maytag Corporation Foundation

Address: 403 W. 4th St. North
P.O. Box 39
Newton, IA 50208-0039

Phone: 515-787-6357

Fax: 515-898-9387

Website: <http://www.maytagcorp.com>

Program Description: The foundation awards grants in the areas of education, community betterment and families to improve the quality of life in its

communities and address issues of concerns to its employees and customers. Funding types include capital grants, general operating grants and matching gifts. Nonprofit 501(c)(3) tax-exempt organizations in Maytag's plant communities (Newton, Iowa; Galesburg and Herrin, IL; North Canton, OH; Cleveland and Jackson, TN; Williston, SC; and Jefferson City, MO) are eligible to apply for funding.

Application Process: The foundation has a very detailed application package. Contact the foundation for application information and guidelines or visit the website. Submission deadline is mid-November. Address inquiries to the director of foundation programs. Duration of grants varies.

Size of Awards: Awards range from \$5,000 to \$25,000.

The McGraw-Hill Foundation, Inc.

Address: 1221 Avenue of the Americas, 45th Floor
New York, NY 10020

Phone: 212-512-6113

Fax: 212-512-3611

Program Description: The foundation supports programs in education, health and welfare. The foundation favors education and literacy, followed by health and welfare, and civic affairs. Public charities under the IRS Code in New York City, NY and communities where McGraw-Hill operates are eligible to apply for funding. Funding types include general operating grants, matching gifts and project/program grants.

Application Process: Submit the following information to the foundation:

- ☐ IRS 501(c)(3) tax-exempt status letter.
- ☐ Brief organization background, including goals and objectives, and staff and outside directors.
- ☐ A concise description and objectives of the program for which funds are being requested.

- ☐ A copy of the most recent audited financial statement and annual reports.
- ☐ The current year's budget, including funding sources, proposed program budget and amount requested.

Grants last for one year unless the foundation awards a multiyear grant. Applications are accepted on a continual basis.

Size of Awards: Awards range from \$2,500 to \$300,000.

Metropolitan Life Foundation

Address: One Madison Ave.
New York, NY 10010-3690

Program Description: The foundation provides funding to nonprofit organizations operating in communities in which Metropolitan Life has a major presence. Funding is available for general and project support. Projects should address the needs of children, families and minority groups. Activities eligible for corporate contributions include job training and social services. The Metropolitan Life Foundation's Positive Choices: Youth Anti-Violence Initiatives grant provides funding to nonprofit organizations for projects that provide education-based activities to address the problems associated with youth violence.

Application Process: Requests are accepted and reviewed throughout the year. Interested organizations should submit information that addresses the organization's general structure, objectives, history and management capacity; its relationship with the community and the targeted population; and financial stability and other sources of support. If the organization's request is within the foundation's guidelines and program priorities, the organization may be asked to submit additional information before a decision is made.

MichCon Foundation

Address: 500 Griswold St./GB11
Detroit, MI 48226
Phone: 313-256-5077
Fax: 313-965-6128

Program Description: The foundation awards capital grants, challenge/matching grants, development grants and general operating grants in the areas of economic development, community service, education, neighborhood revitalization and the environment. The foundation also offers matching gifts. Grants are made to 501(c)(3) tax-exempt organizations within MichCon's service area in Michigan.

Application Process: Contact the foundation for application information. Requests are reviewed annually with bimonthly submission deadlines. No requests are accepted after October 30 of each year.

Size of Awards: Awards range from \$25 to \$172,000.

Microsoft Corporation

Address: Community Affairs
One Microsoft Way
Redmond, WA 98052-6399
Phone: 425-936-8185
Website: <http://www.microsoft.com/giving/pages/grant.htm>

Program Description: Nonprofit organizations operating in King and Snohomish counties, WA are encouraged to submit funding requests. The corporation will provide operating grants or project support for projects that focus on civic involvement, citizen participation and good government. Grants of up to \$15,000 are provided to organizations that allow access to technology for disadvantaged communities.

Application Process: Nonprofit organizations requesting funding may submit requests throughout the year. However, the corporation does have internal grant making deadlines (February 15, May 15 and October 15).

The Nalco Foundation

Address: One Nalco Center
Naperville, IL 60563-1198
Phone: 630-305-1566
Website: http://www.nalco.com/About_Nalco/AN-Foundation/an-foundation.html

Program Description: The foundation provides funding to nonprofit organizations within the communities where Nalco facilities and employees are located. The foundation's target communities include Illinois (mainly Metropolitan Chicago and DuPage County); Carson, CA; Freeport, TX; Garyville, LA; Jonesboro, GA; Paulsboro, NJ; and Sugar Land, TX. Organizations with projects that focus on education, and community and civic affairs are strongly encouraged to apply. Grants may be used for general operating costs, direct program/project costs and capital needs.

Application Process: The foundation does not have a formal application. Proposals should be in writing and can be submitted at any time.

Funding Available: The foundation awarded approximately \$1.6 million in 1997.

Nationwide Insurance Enterprise Foundation

Address: One Nationwide Plaza
Columbus, OH 43215-2220
Phone: 614-249-4310
Fax: 614-249-6794

Program Description: The foundation supports qualified, tax-exempt organizations in Columbus, OH whose programs address issues in the areas of health and welfare, education, culture and the arts, and civic and community affairs. Funding types include capital grants, challenge/matching grants, general operating grants and project/program grants.

Application Process: Contact the foundation for a brochure that includes the guidelines. Grants last one year with renewals possible. Submission deadline is September 1. Address inquiries to the community services manager.

Size of Awards: The foundation's awards average \$4,000 to \$5,000.

Nike Inc.

Address: One Bowerman Drive
Beaverton, OR 97005

Phone: 503-671-6453

Fax: 503-671-6382

Website: http://www.nikebiz.com/social/community/community_nj.html

Program Names: Nike Corporate Contributions Program and Nike P.L.A.Y. Foundation

Program Description: The company supports nonprofit 501(c)(3) organizations in communities where Nike employees live and work. The company's primary focus areas are community welfare, education, minorities, women and children. Funding types include general operating grants, matching gifts, product donations and scholarships. Nike Inc. also offers consulting/volunteer services.

Application Process: Submit an application in writing to the public affairs department. The application should include a description of the organization's purpose, objectives and programs; photocopy of the IRS 501(c)(3) tax-exempt status letter; list of board of directors; copy of budget and business plan and a list of current contributors. Duration of grants varies.

Size of Awards: The company's awards average \$5,000 to \$25,000.

The Northern Trust Company

Address: Community Affairs Division
50 S. LaSalle St.
Chicago, IL 60675

Phone: 312-444-3533

Fax: 312-444-3108

E-mail: lnw@northerntrust.com

Website: <http://www.ntrs.com/an/an22/an222fr.html>

Program Names: The Northern Trust Company Charitable Trust, The Northern Trust Matching Gift

Program, The Northern Trust Corporate Giving Program and the Volunteer Grants Program

Program Description: The trust supports qualified, tax-exempt nonprofit organizations in the areas of community revitalization, education, social welfare and health to improve the quality of life for the residents and employees in the Chicago metropolitan area. Funding types include capital grants, challenge/matching gifts, conferences/seminars, endowments, project/program grants, seed money, technical assistance and training grants. Organizations must be located in the Chicago metropolitan area.

Application Process: Organizations should submit a short cover letter or proposal describing the organization, including the need and use of the requested funding; the current year's operating budget showing breakdown of anticipated expenses and income sources; a photocopy of the organization's most recent audited financial statement and IRS tax-exempt determination letter; a list of the governing board; and a list of Chicago-based supporters and the amount contributed during the last calendar year. Submission deadlines are January, for grants in the area of community revitalization; March, for grants in the areas of health and social welfare; and May, for grants in the area of education. Proposals related to these interest areas should be received no later than the beginning of the preceding month. Grants last for one year; multiyear grants are limited.

Size of Awards: Awards range from \$1,000 to \$25,000.

Owens Corning Foundation Inc.

Address: One Owens Corning Parkway
Toledo, OH 43659

Phone: 419-248-8315

Fax: 419-248-6227

Website: <http://www.owenscorning.com/owens/acquainted/support/>

Program Description: The foundation provides funding for federated giving programs, education (K-12) for at-risk populations and affordable housing.

Nonprofit organizations seeking funding for projects involving civic and community, and arts and cultural activities are encouraged to apply.

Application Process: There is no formal application deadline. The foundation board meets quarterly to review applications.

Peoples Gas Light and Coke Company

Address: 130 E. Randolph Drive, 18th Floor
Chicago, IL 60601

Phone: 312-240-4392

Fax: 312-240-4389

Program Description: The foundation funds nonprofit 501(c)(3) tax-exempt organizations within the Chicago, IL service territory in the areas of health and welfare, education, civic and community affairs, and urban revitalization. Funding types include capital grants, endowments, general operating grants, matching gifts and project/program grants.

Application Process: Contact the foundation for application guidelines and forms. Applications are accepted on a continual basis. Duration of grants varies with renewals possible.

Size of Awards: Awards range from \$250 to \$5,000.

PG&E

Address: P.O. Box 770000, Mail Code B32
San Francisco, CA 94177

Website: http://www.pge.com/about_us/communities/contributions/

Program Name: PG&E Contributions Program

Program Description: The contributions program provides grants to nonprofit organizations that are located in northern and central California. Grants are provided for projects that involve job training and economic development, education, emergency preparedness and response, and environmental stewardship.

Application Process: The foundation requires that all requests be in writing and no more than four pages. Requests for funding must be received by September 15. Any request received after September 15 will be considered the next calendar year. Applications should be sent to the local PG & E office (see website).

Size of Awards: Awards range from \$500 and \$10,000.

The Pillsbury Company Foundation

Address: 2866 Pillsbury Center
Minneapolis, MN 55402

Phone: 612-330-2347

Website: <http://www.pillsbury.com/community/foundation.html>

Program Description: The foundation provides assistance to nonprofit organizations located in Pillsbury communities (AZ, CA, FL, GA, Idaho, Iowa, IL, IN, Maine, MA, MD, MN, MO, NJ, OH, PA, TN, TX, WI) that help prepare and empower economically disadvantaged young people to become self-sufficient, contributing members of society. The foundation funds direct service programs that offer opportunities for economically disadvantaged youth between the ages of 5 and 19 to interact with positive adult role models and that help develop the educational and employment skills young people need to achieve self-sufficiency. Programs should target children in grades K-12 and focus on the goals of improved academic achievement, career awareness and employment skills, and improved decision-making and life-coping skills.

Application Process: Applicants should contact the foundation to receive more information.

Total Funding Available: The foundation awards approximately \$5 million annually.

Piper Jaffray Companies Foundation

Address: 222 S. Ninth St.
Minneapolis, MN 55402-3804
Phone: 612-342-5501
Fax: 612-342-6085
E-mail: bcich@pjc.com
Website: http://www.piperjaffray.com/pj/pj_ci.asp

Program Name: Community Support Program

Program Description: The foundation supports nonprofit organizations in Minneapolis-St. Paul, MN that work to improve the lives of individuals and the health of communities. The foundation awards capital grants, challenge/matching grants, general operating grants, project/program grants and endowments to support eligible organizations.

Application Process: Organizations requesting operating and capital support must submit the following:

- ☐ A cover letter summarizing request and indicating the amount of funds requested.
- ☐ Most recent annual report.
- ☐ Current operating budget, list of major supporters and most recent audited financial statements.
- ☐ A copy of IRS 501(c)(3) determination letter.
- ☐ Current list of officers, board members and key staff.
- ☐ List of contributions received to date (for capital purposes only).

Grants last for one year with renewals possible. Submission deadlines are November 30 for February meeting, February 28 for May meeting, May 31 for August meeting and August 31 for November meeting.

Size of Awards: The foundation's awards average \$1,000 to \$5,000.

The Polaroid Foundation

Address: 784 Memorial Drive
Cambridge, MA 02139
Phone: 781-386-9400
Fax: 781-386-9818
E-mail: Polaroid.Foundation@Polaroid.com
Website: <http://www.polaroid.com/polinfo/foundation/index.html>

Program Description: The foundation assists nonprofit organizations with activities that support the development of skills for disadvantaged people in the Greater New Bedford and Greater Boston, MA areas. Nonprofit organizations can receive grants to cover operating expenses or photographic equipment.

Application Process: Nonprofit organizations and other interested parties may submit letters of inquiry and concept papers at any time. The foundation will only accept proposals between November and July. Once received, proposals are reviewed on a first come/first served basis through October of each calendar year.

Size of Awards: Awards range from \$10,000 to \$25,000.

Prudential Foundation

Address: 751 Broad St., 15th Floor
Newark, NJ 07102-3777
Phone: 973-802-7354
Website: <http://www.prudential.com/community/corporate/cmccz1004.html>

Program Description: The foundation provides support to innovative direct service programs that are located in areas where Prudential has a significant presence (AZ, CA, CO, FL, GA, IL, MA, MN, NJ, PA, TX) and address the needs of society in three areas: Ready to Learn, Ready to Work and Ready to Live. Typical grants in these funded areas include:

- ☐ Ready to Learn – support is provided to education reform efforts that strengthen early childhood education initiatives.

- ☐ Ready to Work – support is provided to initiatives that focus on school-to-work transition, workforce development and welfare-to-work activities that enhance job entry skills. Support is also provided to job creation strategies that include adult and youth entrepreneurship and financial training activities.
- ☐ Ready to Live – support is provided to community health and safety efforts that include community-based health care and human services for economically disadvantaged populations.

Application Process: Applicants should complete the required application and submit an optional three-page or less concept paper. The foundation does not accept faxed applications or videotapes. The foundation will notify the applicant if there is potential for a grant. If so, the applicant should be prepared to submit:

- ☐ Copies of latest audited financial statement.
- ☐ A complete itemized project budget.
- ☐ A list of funding sources, including the amount received from each source.
- ☐ The names and qualifications of those conducting the project.

RR Donnelley and Sons Company

Address: Community Relations
77 W. Wacker Drive
Chicago, IL 60601-1696

Phone: 312-326-8102

Fax: 312-326-8262

E-mail: community.relations@rrd.com

Website: <http://www.rrdonnelley.com/public/community>

Program Description: The company's contributions program assists nonprofit organizations with projects that focus on children and youth. The company also

allows some funding for programs that enhance the quality of life for communities where the company's employees live and work.

Application Process: Proposals are accepted between January 1 and November 1. Requests from Chicago-based organizations should be made to the address listed; other requests should be directed to the local manufacturing division.

Sara Lee Foundation

Address: Three First National Plaza
Chicago, IL 60602-4260

Website: <http://www.saraleefoundation.org>

Program Description: The foundation provides cash and product donations to nonprofit tax-exempt organizations that deal with education, job placement and other human service programs.

Application Process: Applicants should write the foundation to receive their application. Forms must be accompanied by the organization's:

- ☐ Annual report or other materials describing its programs.
- ☐ Most recent audited financial statements.
- ☐ Current operating budget.
- ☐ List of current board of directors and their affiliations.
- ☐ IRS letter of tax-exempt status.
- ☐ List of grants, including specific amounts, from private and public sources.

The foundation only provides one-year grants. Deadlines for applications and supporting documentation are March 1, September 1 and December 1.

Total Funding Available: The foundation awarded approximately \$32 million in 1998.

SC Johnson Wax Fund, Inc.

Address: 1525 Howe St., MS 066
Racine, WI 53403

Phone: 414-260-4855

Website: <http://www.scjohnsonwax.com/community/>

Program Description: The fund primarily supports nonprofit organizations in Racine, WI. The fund's target areas include education, medical, health, environmental protection, social, cultural and community concerns. Organizations receiving funding should have projects that improve the quality of life for the residents of its community, improve the physical and mental health of its residents and provide services that are not easily accessible.

Application Process: The fund has a formal application and process. The application is available on the website. Applicants may also call the fund to request an application.

Seafirst/Bank America Foundation

Address: P.O. Box 34661
Seattle, WA 98124-1661

Phone: 206-358-3443

Website: <http://www.seafirst.com/community/community.html>

Program Description: The foundation provides specific project grants and operating support to nonprofit tax-exempt organizations located in the Washington communities the bank serves. The foundation's areas of interest include:

- ☐ Programs that help underserved children enter elementary school free of educational impediments.
- ☐ Opportunities advancing academic achievement and student learning, especially for underserved students.
- ☐ Programs preparing students to become smart consumers and financial decision makers.

- ☐ Programs that focus on small business development and technical assistance.

Application Process: Applicants should submit a written request and include a brief letter with the completed application (no more than five pages) and these items:

- ☐ List of current officers and directors.
- ☐ Current operating budget.
- ☐ Most recent financial statement.
- ☐ IRS tax-exemption ruling or determination.

SmithKline Beecham

Address: One Franklin Plaza
P.O. Box 7929
Philadelphia, PA 19101

Phone: 215-751-5194

Website: <http://www.sb.com/company/community/>

Program Description: The company awards project/program grants to nonprofit organizations whose programs fall within its interest areas of health care practice and education, and mental health and welfare. Emphasis is on improving health care practices and education, and promoting the physical welfare of the disadvantaged, minorities, disabled persons, women and the aged. Grants are not awarded for capital projects, operating expenses or conferences. There are no geographic restrictions.

Application Process: Submit a summary of the organization and the proposed project, including the amount requested, relevant interest area, reason for proposal and contact information. SmithKline Beecham will contact applicants to request a formal proposal if the proposed project is within its interest areas. Grants are for one year only; no multiyear requests will be considered. Proposals are accepted on a continual basis. Address inquiries to the community partnership.

The Sonoco Foundation

Address: North Second Street
Hartsville, SC 29550

Website: http://www.sonoco.com/sonoco_foundation.htm

Program Description: The foundation provides support for nonprofit programs that focus on education, health and welfare, arts and culture, and the environment in communities where the company is operating. Support for one-time activities, on occasion, and multiyear grants is available with a high priority given to one-time grants.

Application Process: Submit a preliminary application letter before sending a formal proposal. The letter should include the organization's name, address, telephone number and tax-exempt classification; a summary of the purpose for requesting funds and evidence of need. After review, the foundation will notify the organization if a formal proposal is required.

Southwestern Bell Foundation

Address: 175 E. Houston, Suite 200
San Antonio, TX 78205

Phone: 210-351-2218

Fax: 210-351-2205

Website: <http://www.sbc.com/About/Foundation/Home.html>

Program Description: The foundation funds 501(c)(3) tax-exempt organizations in the areas of civic and community development, and health and welfare needs. In the area of civic and community development, the foundation favors programs that increase growth and enhance economic stability of communities served by Southwestern Bell Corporation and its subsidiaries (Arkansas, Kansas, Missouri, Oklahoma and Texas).

Application Process: Contact the foundation for guidelines and application information. Submission deadlines are ongoing. Address inquiries to the executive director. For local or state inquiries, contact the community affairs manager.

Southwire

Address: One Southwire Drive
Carrollton, GA 30119

Phone: 800-444-1700

Fax: 770-832-4929

E-mail: gift@southwire.com

Website: <http://www.southwire.com/community/donations>

Program Description: Southwire provides funding for grassroots projects which will have a major impact on the communities where Southwire employees live and work. The company will support projects that focus on community health and development, families in need, youth at-risk, disadvantaged youth, youth education and religious development.

Application Process: There are no formal application forms or deadlines, but requests should be submitted at least 45 days prior to the date the funds will be needed. The company has established an employee committee in each of the targeted states to review and approve requests. Applicants may submit applications by e-mail or mail. Visit the website or call the company for more information regarding its target communities.

Stanley Works Corporate Giving Program

Address: 1000 Stanley Drive
New Britain, CT 06053

Phone: 203-225-5111

Fax: 203-827-3895

Website: <http://www.stanleyworks.com>

Program Description: The company funds programs in the areas of education, sweat equity and cooperative housing, neighborhood revitalization, and health and human services. Nonprofit 501(c)(3) tax-exempt organizations where the company operates (manufacturing plants, warehouses and other operations) are eligible to apply. Funding types includes capital grants, challenge/matching grants, matching gifts, scholarships and seed money.

Application Process: Contact the company for application and guidelines. Grants last for one year; organizations requesting renewals must re-apply.

Submission deadlines are June 1 and October 1. The company adheres to its geographic restrictions; employee participation is important for a successful grant. Send inquiries to the contributions administrator.

Size of Awards: The foundation's awards average \$1,000 to \$5,000.

The State Street Foundation

Address: c/o State Street Corporation
225 Franklin St., 12th Floor
Boston, MA 02110

Phone: 617-786-3000

E-mail: gabowman@statestreet.com

Website: <http://www.statestreet.com>

Program Description: The foundation funds nonprofit 501(c)(3) tax-exempt organizations in the areas of community development and neighborhood revitalization with an emphasis on affordable housing, education and job training. The foundation also supports youth programs designed to keep youth in school, reduce teen violence and pregnancy, and encourage students to achieve a higher education. The foundation awards project/program grants in the greater Boston, MA area with an emphasis on the City of Boston, and Quincy and Suffolk counties. The foundation encourages public/private partnerships that fit within its interest areas, build community resources and promote collaboration among community-based institutions.

Application Process: The foundation has a very detailed application package. Contact the foundation for application guidelines. Application must be submitted on the organization's letterhead and not exceed eight pages. Grants normally last for one year; there are no deadline dates.

Size of Awards: Awards range from \$3,000 to \$25,000.

Texas Instruments Foundation

Address: P.O. Box 650311, M/S 3906
Dallas, TX 75265

Phone: 972-917-4505

Fax: 972-917-4583

Website: <http://dungeon.ti.com/corp/docs/foundation/home.htm>

Program Description: The foundation awards grants to educational and research institutions that engage in advancing knowledge. Grants are also awarded to nonprofit organizations in communities where Texas Instruments facilities are located.

Application Process: Submit a one- or two-page proposal outlining the organization and project specifics. The board of directors will review all applications and notify qualified applicants within a few weeks of receipt of application. An organization may submit only one request per year.

The Travelers Foundation

Address: 388 Greenwich St.
New York, NY 10013

Phone: 212-816-8885

Fax: 212-816-8908

Program Names: Local Contributions Program and Volunteer Incentive Program

Program Description: The foundation seeks to promote the health and vitality of communities it serves by awarding project/program grants in these interest areas. The foundation's main interest area is transition to work programs. The Local Contributions Program allows the company and its subsidiary to contribute to eligible nonprofit organizations. The Volunteer Incentive Program supports organizations in which employees devote their time and talents. Nonprofit 501(c)(3) tax-exempt organizations within the United States are eligible to apply for funding.

Application Process: Submit a short letter describing the program for which funding is sought. Include in the description the program's objectives, target population, needs to be addressed, activities associated with the program, and project timetable and budget. Supplemental information includes description of nature and purpose of the organization, photocopy of 501(c)(3) tax-exempt letter, financial documents, and list of governing board members and staff. Duration of grants varies depending on the nature and needs of the project. Grants are reviewed on an ongoing basis.

UNOCAL Foundation

Address: 2141 Rosecrans Ave., Suite 4000
El Segundo, CA 90245
Phone: 310-726-7726
Fax: 310-726-7873
Website: <http://www.unocal.com/pep/pepfound.htm>

Program Description: The foundation funds charitable, educational and cultural organizations within the United States in the areas of welfare, education and culture through challenge/matching gifts and program/project grants. Preference is given to areas where the foundation has a strong employee concentration.

Application Process: There is no formal application; however, the foundation requires an organization to submit a letter of request with specific documents. Contact the foundation for required documents. Address inquiries to the president. There are no deadline dates. Grants are not automatically renewed; a letter of request must be submitted each year.

The UPS Foundation

Address: 55 Glenlake Parkway, N.E.
Atlanta, GA 30328
Phone: 404-828-6374
Fax: 404-828-7435
Website: <http://www.community.ups.com>

Program Name: Neighbor to Neighbor

Program Description: The foundation funds any worthy philanthropic project or 501(c)(3) tax-exempt organization in the United States and Canada in the interest areas of human welfare, economic opportunity for minorities, programs for the disabled and community development. In the area of human welfare, programs for families and children in crisis, adult literacy and distribution of food to hungry Americans are funded. Funding types include matching gifts, project/program grants and scholarships.

Application Process: Submit a concise, letter form proposal of no more than two pages addressing the following questions:

- ☐ What need does the program address?
- ☐ What are the goals and objectives of the program?
- ☐ How will the objectives be achieved?
- ☐ How will the program's success be evaluated?
- ☐ What is the total cost of the project?
- ☐ What amount is being requested from The UPS Foundation and who will provide continuous funding?

Also include a current budget, most recent audited financial statement, annual report and a photocopy of the IRS letter of tax-exempt status. Duration of grants varies according to the project. Contact the organization for submission deadlines. Address inquiries to the executive director.

U.S. Trust Corporation Foundation

Address: 114 W. 47th St.
New York, NY 10036-1532
Phone: 212-852-1400
Fax: 212-852-1341

Program Description: The foundation awards project/program grants to tax-exempt organizations located within its primary market areas (the five boroughs of New York City). Preference is given to community-based and economic development organizations with programs that encourage self-sufficiency of participants and improve the overall quality of life for low-income people of Manhattan.

Application Process: The foundation has a very detailed application package. Contact the foundation in writing for application information and guidelines. The foundation accepts the New York Common Application Form. Proposals are reviewed throughout the year.

Washington Mutual Foundation

Address: Washington Mutual Tower, WMT 1213
P.O. Box 834
Seattle, WA 98111
Phone: 206-461-4663
Fax: 206-554-2778
Website: <http://www.wamu.com/33aframe.html>

Program Description: The foundation funds programs in health and welfare, education and community/neighborhood reinvestment with a special interest in education and development of affordable housing. Funding types include capital grants, demonstration grants, development grants, general operating grants and matching gifts. Nonprofit 501(c)(3) organizations in Washington, Oregon, Utah, Boise, Idaho and Butte, MT are eligible for funding.

Application Process: Request an application from the foundation. Requests should explain the needs of the project/program. The request should be no more than two pages. Grants are normally one-time awards; renewals are possible upon reapplication. The maximum duration of grants is generally three consecutive years. Submission deadlines are January 1, April 1, July 1 and October 1. Address inquiries to the foundation's program administrator.

Size of Awards: Awards range from \$5,000 to \$10,000.

Weyerhaeuser Company Foundation

Address: 33663 Weyerhaeuser Way South
Federal Way, WA 98003
Phone: 206-924-3159
Website: <http://www.weyerhaeuser.com/community/foundation/default.asp>

Program Description: The foundation awards project/program grants in the areas of health and welfare, youth programs and community issues. Nonprofit organizations with either 501(c)(3) or 170(c) status are eligible to apply for funding. Funding is limited to eligible organizations in communities where Weyerhaeuser has a strong presence in facilities and employees including, Alabama, Arkansas, Mississippi, North Carolina, Oklahoma, Oregon and Washington.

Application Process: Contact the foundation for application guidelines. The foundation accepts applications on a continual basis. Grants typically are one-time annual awards. All donations are made in cash; not products or other materials.

Total Funding Available: The foundation awarded approximately \$5,380,600 in 1997.

Size of Awards: Awards range from \$1,000 to \$400,000.

Federal Resources

Education

Fannie Mae Foundation
Freddie Mac Foundation

Health Care

Fannie Mae Foundation
U.S. Department of Health and Human Services,
Health Resources and Services Administration

Job Training

Fannie Mae Foundation
U.S. Department of Education, Office of Special
Education and Rehabilitative Services
U.S. Department of Health and Human Services,
Administration for Children and Families

Microenterprise

U.S. Department of Health and Human Services,
Administration for Children and Families
U.S. Small Business Administration

Organizational Development

Fannie Mae Foundation

Social Services

Community Transportation Association of
America/U.S. Department of Agriculture
Fannie Mae Foundation
U.S. Department of Health and Human Services,
Administration for Children and Families
U.S. Department of Housing and Urban Development,
Office of Public and Indian Housing
U.S. Department of Transportation, Federal Transit
Administration
U.S. Department of Treasury, Internal Revenue
Service

Technology

Fannie Mae Foundation
U.S. Department of Commerce, National
Telecommunications and Information
Administration, Office of Telecommunications
and Information Applications

Community Transportation Association of America/ U.S. Department of Agriculture

Address: 1341 G St., N.W., Suite 600
Washington, DC 20005
Phone: 202-628-1480
Fax: 202-737-9197
Website: <http://www.ctaa.org>

Program Name: The Community Development Fund

Program Description: The Community Development Fund, sponsored by the U.S. Department of Agriculture (USDA), provides support to nonprofit transit providers, private transit providers, public agencies and community organizations in rural areas (population under 25,000). The fund provides support to purchase vehicles, provide a local match, purchase or develop land for transit facilities, seed money or gap operating funds, transit facility construction and other transportation or rural economic development projects.

Application Process: Submit a preliminary loan application through the Community Transportation Association of America's website.

Size of Awards: No grant exceeds \$150,000.

Fannie Mae Foundation

Address: North Tower, Suite One
4000 Wisconsin Ave., N.W.
Washington, DC 20016-2078
Phone: 202-274-8000
Fax: 202-274-8111
Website: <http://www.fanniemaefoundation.org>

Program Name: The Community Outreach Grant Program

Program Description: The Community Outreach Grant Program funds nonprofit 501(c)(3) organizations that focus on technology and quality of life issues. Grants are provided for operating support, special projects and capital needs. The foundation's focus on technology includes grants to organizations to enhance the effectiveness of service delivery and

organizational capacity through the introduction or expansion of new technology equipment and systems. The foundation addresses quality of life issues in the areas of at-risk youth, and health and human services.

Application Process: Applicants should print an application from the foundation's website, request an application online or call (202) 274-8000 to request an application. Applications are accepted on an ongoing basis. Two sets of the proposal (including attachments) are required. Grants supporting quality of life proposals are made to organizations working in the six cities in which the Fannie Mae Foundation has offices: Washington, DC; Atlanta; Chicago; Dallas; Pasadena/Los Angeles; and Philadelphia. Proposals should be addressed to the appropriate office listed below:

☐ **National**

Community Outreach Grant Program
Fannie Mae Foundation
North Tower, Suite One
4000 Wisconsin Ave., N.W.
Washington, DC 20016-2078
Phone: 202-274-8000
Fax: 202-274-8111

☐ **Northeast** (Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont, Virgin Islands)

1900 Market St., Suite 800
Philadelphia, PA 19103
Phone: 215-575-1483
Fax: 215-575-1900

☐ **Southeast** (Alabama, Florida, Georgia, Kentucky, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, Virginia, West Virginia)

950 E. Paces Ferry Road, Suite 1900
Atlanta, GA 30326-1161
Phone: 404-398-6270
Fax: 404-398-6619

- ❑ **Midwest** (Illinois, Indiana, Iowa, Michigan, Minnesota, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin)

One S. Wacker Drive, Suite 1300
Chicago, IL 60606-4667
Phone: 312-368-6067
Fax: 312-368-6056

- ❑ **Southwest** (Arkansas, Colorado, Kansas, Louisiana, Missouri, New Mexico, Oklahoma, Texas, Utah)

Two Galleria Tower
13455 Noel Road, Suite 600
Dallas, TX 75240-5003
Phone: 972-773-7527
Fax: 972-773-7437

- ❑ **West** (Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Washington, Wyoming)

135 N. Los Robles Ave., Suite 300
Pasadena, CA 91101-1707
Phone: 626-396-5310
Fax: 626-396-5481

Total Funding Available: The foundation awarded approximately \$11.6 million in 1997.

Size of Awards: Awards range from \$1,000 to more than \$100,000.

Program Name: The Local Washington Grant Program

Program Description: The Local Washington Grant Program provides funding for operating support, special projects and capital needs to nonprofit 501(c)(3) organizations in the District of Columbia. The foundation also considers requests from organizations located in the Greater Washington metropolitan area, including the cities of Alexandria and Falls Church in Virginia; the counties of Arlington, Fairfax, Loudoun and Prince William in Virginia; and the counties of Montgomery and Prince George's in Maryland. The foundation awards grants to organizations that provide direct services and programs to the community or strengthen the

community's infrastructure, especially in lower-income neighborhoods. Specifically, the foundation funds organizations and programs that increase employability readiness for underserved Washington, DC youth and young adults through:

- ❑ Youth-related extracurricular or non-school programs that focus on developing and improving academic skills, in particular, math and English; and
- ❑ Programs that develop workplace skills for the emerging workforce.

Application Process: Applicants should print an application from the foundation's website, request an application online or call (202) 274-8000 to request an application. Applications are due May 31, August 31 and December 31. Applications should be mailed to:

Local Washington Grant Program
Fannie Mae Foundation
North Tower, Suite One
4000 Wisconsin Ave., N.W.
Washington, DC 20016-2804
Phone: 202-274-8013

Total Funding Available: The foundation awarded approximately \$2.7 million in 1997.

Freddie Mac Foundation

Address: 8200 Jones Branch Drive
McLean, VA 22102

Phone: 703-903-2214

Website: <http://www.freddiemacfoundation.org>

Program Description: The foundation provides funding to nonprofit 501(c)(3) or 509(a) organizations to support programs in the areas of early childhood education and school-age education. The foundation supports early childhood education programs that address the developmental needs of young children and help prepare them for learning through early intervention services, strengthening of child care and home child care systems and early childhood education. The foundation supports school-age education programs that enhance academic performance and/or provides training and exposure

to career opportunities. The foundation's grant making program serves the metropolitan Washington, DC area which is defined as the District of Columbia; in Virginia – the counties of Arlington, Fairfax, Loudoun, Prince William and the cities of Alexandria, Falls Church, Manassas Park and Leesburg; and in Maryland – the counties of Charles, Frederick, Howard, Montgomery and Prince George's. Funding is also provided for statewide initiatives in Maryland and Virginia. Funding in regional cities of Atlanta, Chicago, Dallas, Los Angeles and New York are by solicitation only.

Application Process: Applicants should submit a complete proposal with supportive documentation that follows the Washington Regional Association of Grantmakers Common Application. This application format is available on the foundation's website. Deadlines for applications are April 1, August 1 and December 1.

Size of Awards: No grant exceeds \$50,000. Requests for greater than \$50,000 will be considered only after submission of a concept paper and acceptance by the foundation. Concept paper instructions are available on the foundation's website.

U.S. Department of Commerce, National Telecommunications and Information Administration, Office of Telecommunications and Information Applications

Address: 1401 Constitution Ave., N.W., Room 4096
Washington, DC 20230
Phone: 202-482-2048
Fax: 202-501-5136
E-mail: tiiap@ntia.doc.gov
Website: <http://www.ntia.doc.gov>

Program Name: The Telecommunications and Information Infrastructure Assistance Program (TIIAP)

Program Description: The Telecommunications and Information Infrastructure Assistance Program (TIIAP) is a competitive, merit-based grant program that brings the benefits of advanced national

information infrastructure to communities throughout the United States. The program provides matching grants to nonprofit organizations such as schools, libraries, hospitals, public safety entities, and state and local governments. The grants are used to fund projects that improve the quality of, and the public's access to, education, health care, public safety and other community-based services. Grants are used to purchase equipment for connection to networks, including computers, video conferencing systems, network routers and telephones; to buy software for organizing and processing all kinds of information including computer graphics and databases; to train staff, users and others in the use of equipment and software; to purchase communications services, such as Internet access; to evaluate projects; and to disseminate the project's findings.

Application Process: Application process and guidelines are detailed in the Notice of Availability of Funds published in the Federal Register. Prospective applicants should contact the TIIAP program to be placed on a mailing list to receive information about funding opportunities and to learn more about the program. The program hosts technical assistance workshops to assist applicants with the funding application.

Total Funding Available: The department will award \$18 million in fiscal year 1999.

Address: 1401 Constitution Ave., N.W., Room 4625
Washington, DC 20230
Phone: 202-482-5802
Fax: 202-482-2156
E-mail: ptfp@ntia.doc.gov
Website: <http://www.ntia.doc.gov>

Program Name: The Public Telecommunications Facilities Program

Program Description: The Public Telecommunications Facilities Program (PTFP) provides grants for the planning and construction of public telecommunications facilities. Matching grants are given for apparatus necessary for production, dissemination, interconnection, captioning, broadcast or other distribution of programming and reception of noncommercial educational, and cultural radio and

television programs, and related noncommercial instructional or informational material.

Application Process: Application process and guidelines are detailed in the Notice of Availability of Funds published in the Federal Register. Prospective applicants should contact the PTFP program to be placed on a mailing list to receive information about funding opportunities and to learn more about the program. The program hosts technical assistance workshops to assist applicants with the funding application.

Total Funding Available: The department will award \$21 million in fiscal year 1999.

U.S. Department of Education, Office of Special Education and Rehabilitative Services

Address: 600 Independence Ave.
Washington, DC 20202

Phone: 202-205-7320

Website: <http://www.ed.gov/offices/OSERS>

Program Name: The Projects With Industry

Program Description: The Projects With Industry program provides funding to support projects that prepare persons with disabilities for employment in the competitive labor market.

Application Process: Applicants should submit the standard application kit, available from the Office of Special Education and Rehabilitative Services, to the Department of Education's Application Control Center.

Total Funding Available: The department awarded approximately \$22 million in fiscal year 1996.

U.S. Department of Health and Human Services, Administration for Children and Families

Address: 370 L'Enfant Promenade, S.W.
Washington, DC 20447

Phone: 202-401-9341

Website: <http://www.acf.dhhs.gov>

Program Name: The Head Start Program

Program Description: The Head Start Program provides funding for comprehensive health, educational, nutritional, social and other services primarily to economically disadvantaged preschool children.

Application Process: Procedures for agencies that are not current Head Start grantees are announced in the Federal Register when funds are available. New applications are considered only when submitted in response to a specific announcement published in the Federal Register, which solicits proposals to establish new Head Start programs. Deadlines for applications are indicated in the Federal Register announcement.

Total Funding Available: The department awarded approximately \$3.58 billion in fiscal year 1997.

Program Name: The Job Opportunities for Low-Income Individuals Program

Program Description: The Job Opportunities for Low-Income Individuals Program promotes the ability of welfare recipients and other low-income individuals and families to become financially self-sufficient by awarding grants to certain nonprofit organizations and community development corporations that will create new employment and business opportunities through self-employment, microenterprise, new business ventures and the expansion of existing businesses through technical and financial assistance that will result in full-time permanent jobs for eligible participants.

Application Process: All information and forms required to prepare a grant are published in the Federal Register. Deadlines for grants are also announced in the Federal Register.

U.S. Department of Health and Human Services, Health Resources and Services Administration

Address: 5600 Fishers Lane
Rockville, MD 20857
Phone: 301-443-0613
Website: <http://www.hrsa.dhhs.gov>

Program Name: The Rural Network Development Program

Program Description: The Rural Network Development Program expands access to, coordinates, restrains the cost of and improves the quality of essential health services, including preventive and emergency services through the development of integrated health care delivery systems or networks in rural areas and regions.

Application Process: Application kits can be obtained by calling the Health Resources and Services Administration (HRSA) Grants Application Center toll-free at (888) 300-4772. Applicants must apply in conjunction with two or more other entities as part of a network.

U.S. Department of Health and Human Services, Health Resources and Services Administration

Address: 4350 East-West Highway, 7th Floor
Bethesda, MD 20814
Phone: 301-594-4300

Program Name: The Community Health Centers Program

Program Description: The Community Health Centers Program supports the development and operation of community health centers which provide preventive and primary health care services, supplemental health and support services, and environmental health services to medically underserved areas/populations. Examples of funded projects include health centers, health networks to support systems of care, a community health program and planning grants.

Application Process: Applications should be designed to improve the availability, accessibility and organization of health care within medically-underserved communities. An applicant should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires for applying for assistance. Applications are available from the field offices. Nonprofit organizations must complete Form PHS-5194, Grant Application for Health Services, documenting the need and the proposed amount of the grant.

Total Funding Available: The department awarded approximately \$630,000,000 in fiscal year 1997.

Size of Awards: Awards range from \$15,000 to \$8,500,000.

U.S. Department of Housing and Urban Development, Office of Public and Indian Housing

Address: 451 Seventh St., S.W.
Washington, DC 20410
Phone: 202-708-3611
Website: <http://www.hud.gov/pih/pih.html>

Program Name: The Tenant Opportunities Program

Program Description: The Tenant Opportunities Program (TOP) provides grants to organizations of public and Indian housing residents to help them carry out social support activities to benefit residents, including self-sufficiency programs, youth initiatives and efforts to increase resident management capacity.

Application Process: TOP NOFAs (Notice of Funding Availability) and application kits are available from HUD's Resident Initiative Clearinghouse, (800) 955-2232, TTY: (800) 877-8339 or may be downloaded from HUD's website. Application deadlines are indicated in the NOFA.

Total Funding Available: The department awarded approximately \$5 million in fiscal year 1998.

U.S. Department of Transportation, Federal Transit Administration

Address: 400 Seventh St., S.W.
Washington, DC 20590
Phone: 202-366-2053
Website: <http://www.fta.dot.gov>

Program Name: The Capital Assistance Program for Elderly Persons and Disabilities

Program Description: The Capital Assistance Program for Elderly Persons and Persons with Disabilities provides assistance to meet the transportation needs of elderly persons and persons with disabilities in areas where public transportation services are unavailable, insufficient or inappropriate. The program provides funding for eligible capital expenses needed to provide efficient and coordinated specialized transportation services for elderly persons and persons with disabilities.

Application Process: Applicants should submit an application to the state agency designated by the governor to administer this program. This agency will evaluate, select and approve eligible applicants. Deadlines for applications are prescribed by the state agency administering the program.

U.S. Department of the Treasury, Internal Revenue Service

Address: 5000 Ellin Road
Lanham, MD 10707
Phone: 301-283-0188

Program Name: The Tax Counseling for the Elderly Program

Program Description: The Tax Counseling for the Elderly Program establishes a network of trained volunteers to provide free income tax information and return preparation assistance to elderly taxpayers. Assistance may be used for reimbursing volunteer tax assistants for out-of-pocket expenses incurred in receiving IRS-approved training and in providing income tax assistance. Program sponsors must be private or public nonprofit organizations with experience in coordinating volunteer programs.

Application Process: Each applicant must complete a Tax Counseling for the Elderly application package. Applications are generally available in July and due to the IRS during August.

Total Funding Available: The department awards approximately \$3 million per year.

U.S. Small Business Administration

Address: Office of Marketing and Customer Service
409 Third St., S.W., Suite 7600
Washington, DC 20416
Phone: 202-205-6744 or 800-8-ASK-SBA
Fax: 202-205-6913
TDD: 704-344-6640
Website: <http://www.sba.gov>

Agency Overview: The U.S. Small Business Administration (SBA) is an independent agency of the federal government. The agency provides aid, counseling and assistance to small businesses in America. The SBA provides services and funding to ensure the preservation of free competitive enterprise and an overall healthy economy of our nation. Funding is provided in the form of loan guaranties rather than direct loans. Grants to start or expand a business are not available.

Program Descriptions:

- ☐ 7(a) Loan Guaranty: This program provides funding to small businesses that are unable to secure financing with reasonable terms through normal lending institutions. Funding is available for many purposes, such as real estate, expansion, equipment, working capital or inventory. The agency can guarantee 75 percent of the loan amount, not to exceed \$750,000. For loans that are \$100,000 or less, the agency will guarantee up to 80 percent.
- ☐ Specialized 7(a) LowDoc: The LowDoc program provides a streamlined process for businesses applying for loans that are less than \$100,000. The program uses a one-page application along with a review of the applicant's character and credit history to determine funding eligibility. The

applicant must also meet all of the lender's requirements before funding is provided.

- ❑ **Specialized 7(a) FASTRAK:** This program is piloted with selected banks nationwide. The program encourages lending institutions to make more small loans to the small business community. Funding is available for companies that are owned by women and minorities, for defense oriented businesses and export businesses. Participating lending institutions may provide funding up to \$100,000. The SBA will guarantee up to 50 percent of each loan.
- ❑ **8(a) Business Development:** The 8(a) program provides assistance to companies that are owned and operated by individuals who are socially and economically disadvantaged. The assistance provided gives participating companies the opportunity to gain access to the economic mainstream.
- ❑ **504 Certified Development Companies:** Through certified business development companies, the program offers long-term, fixed-rate financing to small businesses. The funding may be used to acquire real estate, machinery and equipment for the expansion of businesses or modernizing facilities.
- ❑ **7(m) Microloan:** Under this program, SBA provides short-term loans of up to \$25,000 to small businesses for the purchase of machinery and equipment, furniture and fixtures, inventory and supplies, and working capital. Funding may not be used to pay off existing debt.
- ❑ **Small Business Development Centers (SBDCs):** The SBDC provides management guidance and information to current and perspective small business owners. Services provided through the centers are a collective effort of the private sector, educational community, and federal, state and local governments.
- ❑ **Business Information Centers (BICs):** Known as the SBA technology box, the BIC provides up-to-date high-tech hardware, software and

telecommunications to assist small businesses get started.

- ❑ **Women's Network for Entrepreneurial Training (WNET):** The WNET operates in 54 women's business centers in 28 states and Washington, DC. For a year, established women business owners serve as mentors, providing assistance and knowledge to proteges who are ready to expand their businesses.
- ❑ **One-Stop Capital Shops (OSCSs):** Within designated empowerment zones/enterprise communities (EZ/Ecs), the OSCS acts as a depository for the community providing business information and opportunities. The "shops" provide financial and technical assistance as well as information for other relevant federal agencies, state and local governments, and the private sector. Individuals can also receive business counseling in all aspects of starting, running or growing a small business.

Note: The resources listed are just a sample of what is offered by SBA. To locate the local SBA and the programs that are offered within your area, please call the customer service center at (800) 8-ASK-SBA or visit the website.

Application Process: To apply for funding and assistance provided by SBA, please contact the local SBA field office.

Address: 409 Third St., S.W., Eighth Floor
Mail Code 7881
Washington, DC 20416

Phone: 202-205-6490

Program Name: The Microloan Demonstration Program

Program Description: The Microloan Demonstration Program assists women, low-income and minority entrepreneurs, business owners and other individuals possessing the capability to operate successful business concerns and to assist small business concerns in those areas suffering from a lack of credit. Under the program, SBA will make loans or provide guaranties to private, nonprofit and quasi-governmental organizations (intermediary lenders)

who will use the loan funds to make short-term, fixed-interest rate microloans in amounts up to \$25,000 to start-up, newly established and growing small business concerns. These microloans are to be used exclusively for working capital, inventory, supplies, furniture, fixtures, machinery and/or equipment. In addition, SBA will make grants to participating intermediary lenders to provide marketing, management and technical assistance to borrowers receiving microloans. SBA will also make grants to nonprofit organizations, which are not intermediary lenders, to provide marketing, management and technical assistance to low-income individuals seeking private sector financing for their business.

Application Process: An applicant is considered eligible to apply if it meets the definition of an intermediary lender as published in program materials, and meets published minimum experience and capability requirements. Intermediary lenders should apply directly to the SBA Office of Financial Assistance prior to any established deadlines and according to established procedures. Microloan borrowers should apply directly to the intermediary lenders.

Total Funding Available: SBA awarded approximately \$13 million in fiscal year 1997.

APPENDIX

COMMON GRANT APPLICATION FORMS

National Network of Grantmakers (NNG) Common Grant Application

New York/New Jersey Area Common Report Form Cover Sheet and Format

Washington Regional Association of Grantmakers Common Grant Application and Budget Format

TITLE INDEX

A

The Abelard Foundation, 12
Abell Foundation, Inc., 12
Alcoa Foundation, 50
Alliance Healthcare Foundation, 13
American Express Company, 50
The Annenberg Foundation, 13
ANR Pipeline Company, 51
Archstone Foundation, 14
ARCO Foundation, 51
AT&T Foundation, 52

B

Baltimore Community Foundation, 14
Baltimore Gas and Electric Company, 52
Bank of Boston, 53
The BellAtlantic Foundation, 53
Best Buy Children's Foundation, 54
The E.K. and Lillian F. Bishop Foundation, 14
The Arthur M. Blank Family Foundation, 14
The Bodman Foundation, 15
The Boeing Company, 54
Boston Foundation, 15
The Boston Edison Foundation/Gift Fund, 15
BP America Inc., 55
Bristol-Myers Squibb Foundation, Inc., 55
The Barbara Bush Foundation for Family
Literacy, 16

C

The Morris and Gwendolyn Cafritz Foundation, 16
California Federal Bank, 55
The California Wellness Foundation, 17
Campaign for Human Development – United States
Catholic Conference, 17
Thomas and Agnes Carvel Foundation, 18
The Annie E. Casey Foundation, 18
Harold K.L. Castle Foundation, 18
Central Indiana Community Foundation, 18
Central New York Community Foundation, 19
The Chase Manhattan Corporation/The Chase
Manhattan Foundation, 56

Chicago Sun-Times Charity Trust, 56
Christian Appalachian Project, 19
Citibank, N.A., 56
Citizens Charitable Foundation, 57
The Cleveland Foundation, 20
The Clorox Company Foundation, 57
The Columbus Foundation, 20
The Community Foundation, 20
The Community Foundation for Greater Atlanta,
Inc., 21
Community Foundation of Greater Memphis, 21
Community Foundation Silicon Valley, 21
Community Transportation Association of America/
U.S. Department of Agriculture, 80
Compaq Computer Corporation, 58
The ConAgra Foundation, 58
The Connecticut Mutual Life Foundation, Inc., 58
Constantin Foundation, 22
Consumers Energy Foundation, 58
Crail-Johnson Foundation, 22
CRH Foundation, 22

D

Dana Corporation Foundation, 59
Detroit Edison Foundation, 22
The Dow Chemical Company, 59
Dreyer's Foundation, 59

E

Eastman Kodak Company, 60
Eaton Corporation, 60
Exxon, 60

F

The Fannie Mae Foundation, 80
Field Foundation of Illinois, 23
First Interstate Bank of Arizona Charitable
Foundation, 61
First Union National Bank, 61
FMC Foundation, 61
Foellinger Foundation, Inc., 23
The Ford Foundation, 23

Foundation for the Carolinas, 24
 Foundation for the Midsouth, 24
 The Freddie Mac Foundation, 81
 FSC Foundation, 25
 The Fuji Bank and Trust Company, 62

G

Gannett Foundation, 62
 Gebbie Foundation, Inc., 25
 General Mills Foundation, 62
 Morris Goldseker Foundation of Maryland, Inc., 26
 The Samuel Goldwyn Foundation, 26
 The Graco Foundation, 63
 Grand Haven Area Community Foundation, 26
 The Grand Rapids Foundation, 26
 The George Gund Foundation, 27
 Stella and Charles Guttman Foundation, Inc., 28

H

Evelyn and Walter Haas Jr. Fund, 28
 John Hancock Financial Services, 63
 Hartford Foundation for Public Giving, 29
 Hawaiian Electric Industries Charitable Foundation, 63
 The Edward W. Hazen Foundation, 29
 The Heinz Endowments, 64
 The William and Flora Hewlett Foundation, 29
 The Hillman Foundation, Inc., 30
 The Hitachi Foundation, 64
 Hoechst Celanese Foundation, 64
 The Home Depot, 65
 Houston Endowment, Inc., 30
 The Hyams Foundation, 30

I

The IBJ Foundation, Inc., 65
 IBM Corporation, 65
 International Multifoods Charitable Foundation, 66
 International Paper Company Foundation, 66
 Intimate Brands, Inc., 67
 Irvine Health Foundation, 31

J

JC Downing Foundation, 31
 The Jackson Foundation, 32
 The Robert Wood Johnson Foundation, 32
 J. Seward Johnson Sr. Charitable Trust, 33

K

Kaiser Permanente Health Maintenance Organization, 67
 Peter Kiewit Foundation, 33

L

Lilly Endowment, Inc., 67
 Lincoln Community Foundation, Inc., 33
 Local Initiatives Support Corporation, 34

M

John D. and Catherine T. MacArthur Foundation, 34
 Maine Community Foundation, 34
 Marin Community Foundation, 35
 Maytag Corporation Foundation, 67
 MCJ Foundation, 36
 The McGraw-Hill Foundation, Inc., 68
 McKesson Foundation, 36
 The McKnight Foundation, 36
 The Medtronic Foundation, 37
 Metropolitan Life Foundation, 68
 Meyer Memorial Trust, 37
 MichCon Foundation, 69
 Microsoft Corporation, 69
 The Milwaukee Foundation, 37
 J.P. Morgan Charitable Trust, 38

N

The Nalco Foundation, 69
 Nationwide Insurance Enterprise Foundation, 69
 The New York Community Trust, 38
 Nike Inc., 70
 The Northern Trust Company, 70
 Northwest Area Foundation, 38

O

William J. and Dorothy K. O'Neill Foundation, 39
Owens Corning Foundation, Inc., 70

P

The Ralph M. Parsons Foundation, 39
Peninsula Community Foundation, 39
The William Penn Foundation, 40
Peoples Gas Light and Coke Company, 71
PG&E, 71
The Philadelphia Foundation, 40
Piedmont Health Care Foundation, 40
The Pillsbury Company Foundation, 71
Piper Jaffray Companies Foundation, 72
The Polaroid Foundation, 72
Polk Brothers Foundation, 40
Prince George's Community Foundation, 41
Prudential Foundation, 72
Public Welfare Foundation, Inc., 41

R

RR Donnelley and Sons Company, 73
The Retirement Research Foundation, 41
Z. Smith Reynolds Foundation, Inc., 42
The Riley Foundation, 42

S

The San Francisco Foundation, 43
Sandy Hill Foundation, 43
Sara Lee Foundation, 73
SC Johnson Wax Fund Inc., 74
Charles and Helen Schwab Family Foundation, 44
Seafirst/Bank America Foundation, 74
SmithKline Beecham, 74
The John Ben Snow Foundation, Inc., 44
The Sonoco Foundation, 75
Southwestern Bell Foundation, 75
Southwire, 75
Stanley Works Corporate Giving Program, 75
The State Street Foundation, 76
The Harry and Grace Steele Foundation, 44
Surdna Foundation, Inc., 44

T

Texas Instruments Foundation, 76
The Travelers Foundation, 76
Turrell Fund, 45

U

UNOCAL Foundation, 77
The UPS Foundation, 77
U.S. Department of Commerce, National
Telecommunications and Information
Administration, Office of
Telecommunications and Information
Applications, 82
U.S. Department of Education, Office of Special
Education and Rehabilitative Services, 83
U.S. Department of Health and Human Services,
Administration for Children and Families, 83
U.S. Department of Health and Human Services,
Health Resources and Services
Administration, 84
U.S. Department of Housing and Urban
Development, Office of Public and Indian
Housing, 84
U.S. Department of Transportation, Federal Transit
Administration, 85
U.S. Department of the Treasury, Internal Revenue
Service, 85
The U.S. Small Business Administration, 85
U.S. Trust Corporation Foundation, 78

V

Victoria Foundation, Inc., 45

W

Washington Mutual Foundation, 78
Weyerhaeuser Company Foundation, 78
Robert W. Woodruff Foundation, Inc., 46
Woods Charitable Fund, Inc., 46

Neighborhood Networks Funding Guide

Resource Suggestion Form

Name of Organization:

Address:

Phone:

Fax:

E-mail:

Website:

Type of Organization:

- ☐ Community Foundation
- ☐ Corporate Foundation
- ☐ Corporate Giving Program
- ☐ Independent Foundation
- ☐ Operating Foundation

Topic Area:

- ☐ Education
- ☐ Health Care
- ☐ Job Training
- ☐ Microenterprise Development
- ☐ Organizational Development
- ☐ Social Services (i.e. Child Care, Community Improvement, Senior Services, Transportation)
- ☐ Technology

Brief Description:

Please mail or fax this form to:

U.S. Department of Housing and Urban Development
Neighborhood Networks
9300 Lee Highway
11th Floor
Fairfax, VA 22031-1207
FAX: (703) 934-3156

For more information on Neighborhood Networks publications, please call the Neighborhood Networks Information Center toll-free at (888) 312-2743.

ENDNOTES

¹ Corporate giving programs are not the same as corporate foundations. Corporate giving programs are established within the for-profit corporation. The availability of funds is tied directly to the company's profits. Examples of corporate giving programs are the Home Depot, Nike Inc. and Stanley Works.